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# ESSENTIALS OF ENGLISH

A CLASS BOOK FOR EVENING INSTITUTES  
COMMERCIAL, CONTINUATION, CENTRAL  
AND SECONDARY SCHOOLS

BY

J. ASCHER, B.A. (HONS. LONDON)

OFFICIER D'ACADEMIE; ASSISTANT MASTER WANDSWORTH SCHOOL,  
LONDON; HEAD OF THE LANGUAGE DEPARTMENT, BALHAM  
COMMERCIAL INSTITUTE, L.C.C.

AND

T. H. DAWSON, M.A. (LEEDS), PH.D. (LONDON)

ASSISTANT MASTER, BEC SCHOOL, LONDON; LECTURER  
IN ENGLISH, BALHAM COMMERCIAL INSTITUTE



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## PREFACE

“THE Part is Greater than the Whole.”

The title and sub-title indicate the motives that have urged the authors to prepare this book. Years of painful experience of teaching English to students in Evening Schools and Secondary Schools have convinced them that much of the work usually done there is waste of time and energy, and that the majority of the textbooks in use (and their name is legion) are unsuitable. For the most part the usual textbooks are far too big; they contain much matter that is interesting from a purely academic standpoint but little that is directly helpful to the student who is anxious to understand what he is reading and in his turn to write clear, correct English. In many Evening Institutes, where the pupils attend often after a full day's work, not more than an hour can be found for systematic study of English in each week of the Session. Such students are rebuffed and hindered by academic dry bones and grammatical minutiae.

Some Instructors, wearying of what they perceive to have been useless “gerund-grinding” and realizing the poverty of the average student's reading and general knowledge, adopt some prose author or book of selections and try to stimulate their students' interest in language, style and literature. The advantages of this method are counterbalanced by the choice of passages in which the style is often quite unsuitable as a model for students' own work.

So the problem is narrowed down: for work in Evening Schools, Continuation Schools, Commercial Schools and even in Secondary Schools, what is needed is a short, inexpensive book, in which are set down clearly and briefly essential facts relating to Grammar, Composition and the allied topics; a book that will provide interesting passages and material for active mental work on the part of the student, and that will help him whether he has in view a higher course of Academic or Professional study, an office stool, a counter or a workshop.

A glance at the Table of Contents will show the method we have pursued. In ten short chapters we have set down what we believe to be the essential facts of the subject, and where necessary have added exercises in application. These chapters are followed by a series of letters, essays, extracts, etc., from writers of all types. Each passage is followed by suitable exercises meant to bring into play the reasoning faculties and powers of appreciation of the student, to give him practice in the use of words, to induce him to find out things for himself, and finally to suggest lines of thought and literary activity. Some of the extracts are from the giants of English prose, others (as, for example, the files of correspondence and the newspaper extracts) are anonymous; but most of them, we think, whether literary, economic, or commercial, will be found free from jargon and written in styles which, even if students cannot always imitate them, are not too subtle or exaggerated.

We believe that the essential qualities of good English may be found alike in an *Essay of Addison*, a chapter of *Macaulay*, an economist's exposition, a scientist's report or a solicitor's letter.

We have thought fit to add a note to the teacher on the best way of using this book, which will be found suitable for preparing students for such examinations as the Royal Society of Arts, the London Chamber of Commerce, Civil Service Examinations, University Locals, Matriculation, Bankers' Examinations. Our aim has been to lighten the teacher's task by discarding all unessentials and to give him freer scope to exercise his personality and his enthusiasm.

We wish to thank Mr. Frank Geary, B.Sc., Barrister-at-Law, Principal of the Balham Commercial Institute, for the many suggestions and helpful encouragement with which he has favoured us. Our best thanks are due also to those who have so kindly permitted us to reproduce copyright passages acknowledged in the text.

J. A.  
T. H. D.

## TO THE TEACHER

1. It is not necessary to work stolidly through Part I before beginning Part II. Many of the passages in Part II can be studied long before Part I is finished. Indeed, a short lesson, say on Grammar or Punctuation, could be followed by the reading of one of the shorter extracts. The work should be as varied as possible.

2. The book is essentially a class-book; many of the exercises in both parts can be done orally in class. If the students are given notice of the next week's work, they can prepare in advance the extract and some of the exercises, e.g. they can look out in dictionaries the meanings of harder words, synonyms, contraries, and hunt out allusions in books of reference. Throughout, the stress should be laid on the student finding things out for himself. Stimulate curiosity.

3. The passages are further to be used as a basis for paragraphing, précis, paraphrase, dictation; the skilful teacher will find, moreover, in the exercises hints for enlarging the scope of the work. Wherever in the questions allusion is made to subjects not treated in Part I, that is a hint to the teacher to use the opportunity to introduce the fresh matter. In this way, may be taught figures of speech, prefixes and suffixes, the elements of style, literary history, practical etymology, etc.

4. In the chapter on Paraphrase, only verse passages are given, as the teacher will find in the prose extracts many passages suitable for paraphrase. These verse extracts, moreover, can be used for additional practice in Analysis, Word Study, or as an introduction to Poetry.

5. Many of the extracts are of an economic, social, or historical character. The harder ones are starred and should only be studied with fairly advanced students, or, in the case of younger students, not till the end of the course. Nor need the pieces be worked through in strict order, as long as the student knows in advance which piece is to be studied next. Here, too, by varying the style and matter the teacher will maintain the interest of his class, and it is

by this consideration that the present order has been determined.

6. Encourage written work done at home, and, above all, original work. In addition to the subjects listed after the chapter on Essays, many subjects are suggested in the exercises to the extracts, and the teacher can use his ingenuity and wit in inventing others.

7. Where the book is used in classes not mainly composed of commercial students, less stress may be laid on the commercial technical terms, though a knowledge of these is useful to all professions. The commercial student should, moreover, be given more practice in commercial letters than the literary student.

8. Good reading, accentuation, spelling and handwriting, are of the greatest importance.

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# ESSENTIALS OF ENGLISH

## PART I

### CHAPTER I ESSENTIAL GRAMMAR. I

#### THE PARTS OF SPEECH

THOUGHT can be transmuted to sounds and so communicated. The sounds are words either uttered or expressed by symbols or letters.

If we examine the words by which we express thought, we find that there are eight classes of them—

- (1) **NOUNS**, by which we indicate persons or things present in our thought.
- (2) **PRONOUNS**, which we use to save the repetition of the nouns.
- (3) **VERBS**, by which we indicate the actions or states of the above.
- (4) **ADJECTIVES**, which we use to describe or indicate the nouns.
- (5) **ADVERBS**, indicating time, place, etc., of the verb.
- (6) **PREPOSITIONS**, which we use to connect the nouns and verbs.
- (7) **CONJUNCTIONS**, which we use to connect separate ideas expressed by our words into more continuous form.
- (8) **INTERJECTIONS**, which are merely the reflex of some feeling or emotion, and do not express thought.

#### 1. Nouns

The noun is the most easily recognizable part of speech, as we can see from (1) above.

We can classify Nouns as follows—

- (a) PROPER, denoting a particular place, person or thing.
- (b) COMMON. Common nouns denote the name we give to classes of things which are grouped together because they possess some common characteristic. If an attempt is made to define a common object, the essential qualities of the class of things to which the object belongs will soon be seen. Define “*chair*” so as to exclude all things which are not chairs.
- (c) ABSTRACT nouns are names of qualities abstracted or drawn from the persons or things. If we take *man* we can abstract qualities such as *goodness, honesty, gentleness, etc.*
- (d) COLLECTIVE. We sometimes consider groups of things as one unit, and the names of such groups are collective nouns, e.g. *flock, company*.
- (e) VERBAL. We can name actions. We can speak of the action of *walking*. *Walking* is a Verbal noun.

## 2. Pronouns

Pronouns avoid the monotony which would result from the constant repetition of the noun: as if we should say, “Tom went to Tom’s father’s room where Tom’s mother had told Tom that Tom had left Tom’s hat.”

PERSONAL Pronouns stand in place of the names of persons, as: *he, she, they, we, us*.

POSSESSIVE Pronouns stand in place of nouns possessing some object: *mine, thine, his, hers, its, ours, yours, theirs*.

DEMONSTRATIVE Pronouns point out the object for which the noun stands, and are used also in the place of the noun itself: *this, that, one, such, these, those*.

RELATIVE Pronouns do the work partly of a noun and partly of a conjunction: *who, which, what, and that*.

The function of the relative pronoun cannot be made clear until some discussion of subordinate clauses in the chapter on Analysis.

REFLEXIVE Pronouns are easily distinguished by the suffix “self”: *myself, yourself, etc.*

INTERROGATIVE Pronouns are used in asking questions: *who, which, what*.

DISTRIBUTIVE. Some pronouns are used in a distributive sense: *each, every, either, neither, all*.

### 3. Verbs denote action or state with regard to a subject.

FINITE Verbs are verbs which convey meaning when placed with a subject: I run, he jumps, John is a soldier. The finite verb is *limited* by its subject. The non-finite forms will be explained later.

TRANSITIVE AND INTRANSITIVE. Verbs which express ACTION sometimes express that action as complete in itself, and sometimes as affecting some person or thing which is called the "object" of the verb.

If the action is complete in itself the verb is said to be *intransitive*.

If there is some object it is said to be *transitive*.

Note that only verbs expressing action can have an object, for the object is that which is affected by the action expressed by the verb—

He *bought* a house (transitive).

The horses *galloped* (intransitive).

VERBS OF INCOMPLETE PREDICATION. Some verbs do not express action but STATE. They are few in number, but some of them are in almost constant use.

Chief among these are: to be, to seem, to become, to make (king, prisoner), to suppose, to believe.

The finite parts of these verbs will not express meaning unless they are completed. The part of speech which is used to complete them is called the *complement*—

He is . . . a sailor.

The man speedily became . . . rich.

As will be seen from the two sections above, a VERB OF STATE CANNOT HAVE AN OBJECT but ALWAYS HAS A COMPLEMENT.

### 4. Adjectives

Adjectives are words which we use to give fuller and clearer ideas of the persons or things about which we are speaking. They are the colour words of speech. By them we give colour, shape, size, to things of which we are speaking,

or indicate the particular object, or tell how many. We may classify adjectives as follows—

1. DESCRIPTIVE: blue, square, good, incomprehensible.
2. DEMONSTRATIVE. this, that, those, yon, yonder.
3. POSSESSIVE: my, thy, our, etc.
4. DISTRIBUTIVE: each, every, either, neither.
5. INTERROGATIVE: which? what?
6. QUANTITATIVE: one, two, many, some, enough.

“The” and “a” are demonstrative adjectives which are called *definite* and *indefinite* articles respectively.

#### DEGREE

Adjectives of quality may express three degrees of that quality—

1. Positive: *true*.
2. Comparative: *truer*.
3. Superlative: *truest*.

Adjectives of one syllable are usually compared in this way, while those of two or more syllables are usually compared by putting “more” or “most” in front of the positive, e.g.—

Unhealthy, more unhealthy, most unhealthy.

#### 5. Adverbs

Adverbs are words which tell the time, place, manner, degree, of the action or state expressed by the verb. They also modify other parts of speech.

#### KINDS.

- (a) Time: yesterday, now.
- (b) Place: here, outside.
- (c) Manner: thus, fast, briefly.
- (d) Degree: very, too, so.
- (e) Reason: therefore, consequently, then.
- (f) Numerical: twice.
- (g) Interrogative: why, how, when.
- (h) Affirmation and negation: yes, yea, certainly, no, not, never.

Adverbs are compared like adjectives.

The adverb can easily be moved about in the sentence.

Try this with the adverb “homeward” in the sentence—

The ploughman homeward plods his weary way.

## 6. Prepositions

Prepositions show relation between a noun and a noun, or a verb and a noun. A noun may be bound to the rest of the sentence by the preposition, which is said to govern it.

For example: If we take, "The boy stood on the burning deck," "stood" and "deck" are linked by the preposition "on," and "deck" is thus linked to the sentence by "on" which governs it.

## 7. Conjunctions

A sentence may contain a number of ideas linked together in thought. Each of these ideas is expressed by a group of words which are linked together by conjunctions. Such ideas must have relation to each other if they are to be so linked. The function of this part of speech will be made clearer later.

8. **Interjections** have no grammatical function. They merely express a strong emotion: Oh! Ah! Bravo! Alas!

## Voice, Mood, and Tense of the Verb

**VOICE** is the form the verb takes to show whether the subject of the sentence acts or is acted upon. If we take the sentence, "He killed the dog," "he" is the subject of the sentence and acts upon "dog." "Killed" is thus what we call the **ACTIVE** voice of the verb, as its subject acts upon something else. If we take the sentence, "The dog was killed by him," then the subject of the sentence, namely, "dog," does not act, but is acted upon, and the verb "was killed" is thus in what we call the **PASSIVE** voice.

Note that the Passive voice makes use of a helping or auxiliary verb "to be." This auxiliary is always to be found with the Passive voice in English. The Passive voice avoids the excessive use of the indefinite pronoun "one" or the second person "you."

The sentence, "If you were to take a walk along the High Street, you would find many things that you would be interested in, if you looked in the shop windows as you passed," would certainly sound better if some of it were in the Passive voice.

**MOOD.** The mood of a verb shows the manner in which the action is expressed by the verb.

1. INDICATIVE. This mood expresses action as fact, as a straightforward negative, or as a question.

The holidays ended last week.

He is not a man to be trusted.

When are you going? Do you often go?

2. IMPERATIVE. The imperative mood is the mood of command, request, or advice.

Go away. (*Command.*)

Lead us not into temptation. (*Request.*)

Beware the pine-tree's withered branch. (*Advice.*)

3. SUBJUNCTIVE. The subjunctive mood expresses action or state which in some way is not regarded as fact.

(a) It may express a *wish*, which is obviously not a fact: "May the king live for ever."

(b) It may express a *condition* which is supposed purely for the sake of argument: "If I were you, prayers would move me." Here the condition cannot possibly be fulfilled.

NOTE. If the condition is not stated as a pure supposition, i.e. for the sake of argument, then it goes into the indicative mood.

See if you can explain the difference between—

"If it rains to-morrow I shall go,"

and "If it were to rain to-morrow I should go."

(c) The subjunctive may also express *purpose*: again something which is obviously not yet fact—

"Let him take care that he be not caught."

(d) It may also express *doubt* or *possibility*.

"He may come to-morrow."

4. INFINITIVE. The infinitive mood expresses action that has no reference to a subject. In reality it is a noun which retains the verb functions of expressing action and of governing. We name the verb by the use of the infinite.

We speak of the verb "to run," etc. The infinitive is usually distinguished by "to" prefixed to it.

- (a) The infinitive can be used as a subject—  
“To swim is pleasant.”
- (b) It can be acted upon by a verb—  
“He asked to taste.”
- (c) The infinitive can also act as an adjective—  
“This is a house to let.”
- (d) It may also act as an adverb—  
“He came to see me.” (*Reason.*)
- (e) There are a number of verbs followed by the infinitive without the “to”—

Can, do, shall, will, dare, hear, feel, see, let, perceive, bid, behold.

E.g. He dare not deceive us.

We heard him come downstairs.

**TENSE.** The tense of a verb tells the time of the action, and also, in some forms, expresses completeness or incompleteness of the action.

Scheme of Tenses for the Indicative Mood—

#### PRESENT

Simple . . . . .	I kick.
Continuous : : : .	I am kicking.
Perfect : : : .	I have kicked.
Perfect Continuous : .	I have been kicking.

#### PAST

Simple . . . . .	I kicked.
Continuous : : : .	I was kicking.
Perfect : : : .	I had kicked.
Perfect Continuous : .	I had been kicking.

#### FUTURE

Simple . . . . .	I shall kick.
Continuous : : : .	I shall be kicking.
Perfect : : : .	I shall have kicked.
Perfect Continuous : .	I shall have been kicking.

**NOTE.** All perfect tenses contain the auxiliary “to have,” while all continuous or imperfect tenses contain the auxiliary “to be,” and perfect continuous tenses contain both.

Perfect means completed, and perfect tenses express completed action. Thus the present perfect expresses action completed in the present. This is what makes it appear at first sight as a past tense. The past or pluperfect expresses action completed in the past before another began in the past, as, "I had walked down the lane when I met her."

Imperfect or continuous tenses express action not completed. The past continuous expresses action that was not complete in the past when another began, "I was walking down the lane when I met her."

The tenses in the passive voice can be easily compounded from the above by the use of the auxiliary "to be," which will thus appear twice in the imperfect tenses passive, e.g. *I was being kicked*. The tenses of the subjunctive may also be made with the auxiliaries, "may," "might," "would" and "should," e.g. *he should be kicked*.

### Participle, Gerund, Verbal Noun

The present participle of the verb ends in "ing," the past in "d," "ed," "t," "en," "n."

The function of the participle in tenses can be seen from the tense table.

Apart from this, the function of the participle is that of an adjective. It is so used either before the noun as, "a running stream," or in a phrase attached to the noun, as, "The stream, running through the wood. . . ."

**GERUND.** The gerund is a verb form ending in "ing." It is always followed by some noun which depends upon it. In the sentence "I like swimming streams," "swimming" is a gerund and "streams" the noun which depends upon it.

**VERBAL NOUN.** Where the verbal form ending in "ing" is used as a noun and has no noun depending upon it, it is a verbal noun. Unlike the gerund, the verbal noun has lost the verb function of governing, e.g. he likes *swimming*.

### Case of Nouns and Pronouns

The case of a noun or pronoun shows its relationship to the other words in the sentence. The cases in Old English, as in other languages, had changes in the form of the word

to indicate the various relationship but most of these have disappeared in the process of time.

### Nominative Case

The nominative case is that of the noun or pronoun which denotes the doer of the action. In "The stately ships go on," "ships" do the action, and the case of the noun "ships" is nominative.

Special uses of the nominative are found in the Nominative of Address, which corresponds to the Vocative of Latin. In "O, father, I see the soldiers come," "father" is nominative of address.

Another special use of the nominative is the Nominative Absolute. Here the noun is not the subject to a finite verb. "The light failing, he laid down his book," "light" is Nominative Absolute as the phrase in which it occurs has no grammatical connection with the sentence, though it has in meaning.

Note also that a noun or pronoun complement to a verb of state is in the nominative case, e.g. she was *queen*.

Sometimes a noun or pronoun is placed side by side with another which is the subject of a sentence. The two refer to the same person as the subject noun, as, "Holmes, the detective, is engaged on the case." Here "detective" is in Apposition.

### Accusative or Objective

The accusative is the case of the noun or pronoun which names the person or thing acted upon by the subject. In "He killed the dog," "dog" is in the accusative case.

Other uses of the Accusative are—

1. Accusative governed by a preposition. "He dived under the table"; "under" is a preposition governing "table."

2. In apposition, as in the nominative, "He knew Tom, the piper's son," where "son" is in apposition.

### Possessive or Genitive

The possessive case has retained its case ending "'s" or "'s'" for the noun and "s" for the pronoun. It therefore presents no difficulty. Note the equivalent of the possessive,

a preposition followed by an accusative as, "The tail of the dog," in place of "the dog's tail."

The possessive pronouns are: mine, thine, his, hers, its, ours, yours, theirs. They should be distinguished from the possessive adjectives.

### **Dative**

The Dative case is the case of advantage or disadvantage. In "He handed me a chair," "me" means "for my advantage" and is thus dative.

### **Person and Number**

Person in Grammar consists of—

First person, the person speaking.

Second person, the person spoken to.

Third person, the person spoken about.

Number consists of—

Singular, one person or thing.

Plural, more than one person or thing.

CHAPTER II  
ESSENTIAL GRAMMAR. II  
ANALYSIS

**Subject and Predicate**

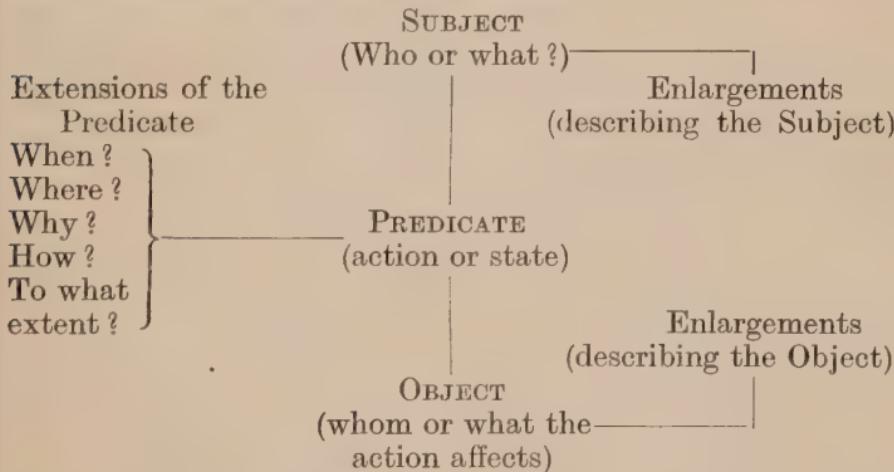
It is obvious that to convey meaning we must talk about something, i.e. a SUBJECT.

A string of subjects, however, would not get us very far, e.g. box, pen, desk, hat, chicken.

We must say what the subject is or does, and thus we get a Predicate.

Subject and Predicate together give sense and a Sentence.

The way the components of a sentence are fitted together can be seen from the following diagram—



A simpler scheme is the line by line method, e.g. Analyse—  
Robinson Crusoe, a shipwrecked mariner, saw with great  
astonishment in the sand, one day, the footprint of a man.

*Subject*  
Robinson Crusoe  
*Enlargement of Subject*  
a shipwrecked mariner  
*Predicate*  
saw

*Extension of Predicate*

With great astonishment (manner)  
 in the sand (place)  
 one day (time)

*Object*

the footprint

*Enlargement of Object*  
 of a man.**Sentence, Clause, Phrase**

Having learnt the construction of the simplest type of sentence, we may proceed to examine the more complicated types.

There are three ways in which we may group words when they express thought—

**(a) SENTENCE.**

The sentence is the expression of the complete thought. We mark off such groups by the full-stop or an equivalent. The sentence may contain many subjects and predicates which flow together in the expression of a complete idea.

**(b) CLAUSE.**

The clause is a part of the sentence. The clause has its own subject and predicate and thus expresses meaning, but its meaning must be taken in conjunction with other clauses in the expression of the complete idea.

**(c) PHRASE.**

A phrase is a part of a clause. It is sometimes defective in subject and always in predicate, that is, it never contains a finite verb.

**Principal and Subordinate Clauses**

When a clause does not depend for its meaning upon a word in another clause it is a *principal* clause.

In the sentence—

“The ploughman homeward plods his weary way,  
 And leaves the world to darkness and to me”:

the two clauses, “The ploughman homeward plods his weary way” and “And leaves the world to darkness and to me”

are independent, that is, neither depends upon a word in the other.

When a clause does so depend upon a word in another it is said to be a *subordinate* clause.

In the sentence: "This is the house that Jack built," the two clauses are, "This is the house" and "That Jack built." It is seen here that the clause "That Jack built" depends upon "house" and can have no meaning without it.

### Compound and Complex Sentences

When a sentence contains more than one principal clause it is said to be *compound*. It may contain any number of subordinate clauses, or none at all.

When a sentence contains one principal clause only, and also at least one subordinate clause, it is a *complex* sentence. If it contains one principal clause and no subordinate, it is *simple*.

### Relationship of Principal Clauses

- (a) **CUMULATIVE**—when the clauses follow as a natural sequence. Such clauses are connected by "and," "also" "as well as." "They were quiet *and* they listened, *and* sure enough voices could be heard."
- (b) **ADVERSATIVE**—when clauses are contrasted with each other. These clauses are linked by the conjunctions "but," "still," "yet." "He worked hard, *yet* he was not successful, *but* he still persevered."
- (c) **ALTERNATIVE**—when the clauses denote choice or alternatives. These clauses are linked by "either . . . or" or "neither . . . nor." "Either we shall win or we shall perish."
- (d) **ILLATIVE**—when one clause is reasoned from another. The connectives are "therefore," "thus," "for," "so."

### Subordinate Clauses

These clauses are classified according to the work they do, the clause being equivalent to a part of speech. "The boy who is clever" is equivalent to "The clever boy," and so "who is clever" is called an *adjectival* clause.

### Subordinate Noun Clauses

These are the equivalent of nouns, and thus can be subject, object or complement of the verb.

In "What you have said is true" the clause "what you have said" is the subject of the verb "is true."

A noun clause can also be governed by a preposition, as, "It amounts to what I have already said."

### Adjectival Clauses

These do the same work as the adjective, as can be seen above. If a clause qualifies a noun it is adjectival, though it may not seem so at first sight, e.g. in "He returned to the place *where he was born*," the italicized portion is an adjectival clause.

### Adverbial Clauses

These modify any part of speech except a noun or pronoun. They most frequently modify a verb, adjective, or another adverb. They are classified as follows, the link words being shown—

Time: when, since, after.

Place: where, whence.

Condition: if, unless.

Manner: as, like.

Consequence: therefore, so, thus.

Comparison: as.

Degree: as.

Reason: because, since.

Note that we can now see more clearly the function of the *conjunction* and the *relative pronoun*.

The conjunction links together the clauses we have dealt with, both principal and subordinate.

The relative pronouns, *who*, *which*, *that*, *what*, not only stand in the place of a noun or pronoun which precedes but also link two clauses. Thus instead of writing, "This is the boy" and "he stole the apples," we write "This is the boy who stole the apples," where "who" does the work both of the conjunction "and" and the pronoun "he."

### How to Analyse a Sentence

"It was a good piece of advice that Pythagoras gave to his scholars, that they should examine every night before they slept what they had been doing during the day, so that

they *might* discover what actions *were worthy* of pursuit on the morrow."

1. First underline the finite verbs. Each finite verb will mean a clause.
2. Then write down the clauses containing these verbs, taking care that the clauses are divided at the connectives, the conjunctions or relative pronouns.
3. Leave a space at the head of each clause for its title and say what kind of clause it is.
4. State whether whole sentence is simple, complex or compound.
3. *Principal Clause.*
2. It was a good piece of advice
3. *Sub. Adj. Clause qual. "advice."*
2. That Pythagoras gave to his scholars
3. *Sub. Noun Clause in apposition with "advice."*
2. That they should examine every night
3. *Sub. Adverb. Clause of Time mod. "should examine."*
2. Before they slept
3. *Sub. Noun Clause obj. to "should examine."*
2. What they had been doing during the day
3. *Sub. Adverb. Clause of Reason mod. "should examine."*
2. So that they might discover
3. *Sub. Noun Clause obj. to "might discover."*
2. What actions were worthy of pursuit on the morrow.
4. *Whole sentence : Complex.*

#### EXAMPLES FOR ANALYSIS

1. Our publications continue to prosper. *syntactic*
2. The task is a pleasant one.
3. Each has its special features and special public.
4. I now beg to move the adoption of the report, balance sheet, and profit and loss account.
5. I will not burden you with more details.
6. Food and medical supplies were dropped into the town from aircraft.
7. Quotations for any route or hotel will be sent free on receipt of a post card.

8. The latest laws for enforcing or regulating this species of servitude were enacted in the reign of Henry VII.

9. Ignorant of the practice of toleration, the true secret for managing religious factions, she yet preserved her people from riot and confusion.

10. Before finishing I must again offer our thanks to all our staff for their arduous work.

11. I would like to draw your attention to one or two other points in the balance sheet.

12. In my garden even the wild flowers lie flat broken by the wind at last.

13. In scanning the vast fields of creation, the mind is impressed with nothing more deeply or more vividly than with the universal profusion of life.

14. As you know, they too have had a prosperous year.

15. No Moslem will move when he can stand still or stand when he can sit.

16. One sat under the mule's nose and held it down with the halter, another sat with its foot turned up in his lap, and a third sat alongside while he fitted and nailed the shoe.

17. We supposed we must steam out again by the strait we had entered, but when the anchor was lifted, the steamer held on her course, apparently against the opposite shore.

18. Where the remote Bermudas ride  
In the ocean's bosom unespied  
From a small boat that row'd along,  
The listening waves received their song.

19. So saying, he put spurs to his steed Rozinante, without paying the least regard to the cries of his Squire Sancho, who assured him that those he was going to attack were no giants but innocent windmills.

20. In January, 1610, he discovered four new stars in the neighbourhood of the planet Jupiter, and proved that these were moons which revolved round Jupiter in the same manner as the moon revolves round our own globe.

21. Even the masons' labourers must sit on their haunches to fill their baskets with lime; and a little farther on, where some new pavement was being laid down, all the workmen sat at their work, from the boys lolling on their hams, who passed the stones from the heap, to the two men who sat face to face with a great mallet between them, and in that posture lazily poised it and let it fall.

22. If you would gain the favour of the deity, you must be at the pains of worshipping him; if the friendship of good men, you must study to oblige them; if you would be honoured by your country, you must take care to serve it.

23. As Sir Roger is landlord to the whole congregation, he keeps them in very good order, and will suffer nobody to sleep in church

besides himself; for if by chance he has been surprised into a short nap at sermon, upon recovering out of it he stands up and looks about him, and if he sees anybody else nodding, either wakes them himself or sends his servant to them.

24. At one moment I thought the blaze had caught it, and was about to caution you, but, before I could speak, you had withdrawn it, and were engaged in its examination.

25. The play is done; the curtain drops,  
Slow falling to the prompter's bell;  
A moment yet the actor stops,  
And looks around to say farewell.  
It is an irksome word and task;  
And when he's laughed and said his say,  
He shows as he removes the mask,  
A face that's anything but gay.

26. We rigged the force pump, got the hose along, and by and by it burst. Then we pumped with the feeble head pump, drew water with buckets, and in this way managed in time to pour lots of Indian Ocean into the main hatch. The bright stream flashed in sunshine, fell into a layer of white crawling smoke and vanished on the black surface of coal.

27. Night after night, in my own bedroom in the country, I have given ear to this perturbing concert of the wind among the woods; but whether it was a difference in the trees, or the lie of the ground, or because I was myself outside and in the midst of it, the fact remains that the wind sang to a different tune among these woods of Gevaudan.

28. The warnings which have been given from time to time have fallen upon deaf ears, and though, owing to the war, these have been again voiced with special insistence, it seems certain that many of our scientific teachers and leaders do not appreciate even now the value that such an industry would bestow on this country, or, if they do realize it, the colossal character of the effort necessary to regain it.

29. Denmark, however, is well satisfied with the result, and has now formally adopted the gold standard; Norway has almost reached it, but with great reluctance. In Belgium, on the other hand, the gold standard has been deliberately attained by way of stabilization of the Belgian franc at a devaluated rate. It is a matter of satisfaction to us to know that in the execution of this delicate task the Bank has been able to contribute its share to the assistance of the Belgian Government.

30. There was a good demand for the various steel alloys in the manufacture of which this country still retains its pre-eminence and the production is barely sufficient to satisfy the home demand, which has considerably increased of late years.

31. But a conviction is rapidly growing that it is possible to find a way out by international agreements within great industries as a whole, whereby production may be unified on a large basis; whereby inefficient businesses may be absorbed into efficient wholes, and the partition of production be agreed between the countries concerned in such a way that each district shall be employed solely in the production of that for which it is best suited.

32. Within a thick and spreading hawthorn bush,  
     That overhung a mole-hill large and round,  
     I heard from morn to morn a merry thrush  
         Sing hymns of rapture, while I drank the sound  
     With joy; and oft, an unintruding guest,  
         I watch'd her secret toils from day to day,  
     How true she warp'd the moss to form her nest,  
         And modell'd it within with wool and clay.  
     And by-and-by, like heath-bells gilt with dew,  
         There lay her shining eggs as bright as flowers,  
     Ink-spotted over, shells of green and blue;  
         And there I witness'd, in the summer hours,  
     A brood of nature's minstrels chirp and fly,  
         Glad as the sunshine and the laughing sky.

33. Under these handicaps, and in spite of some restrictions of production, it is not surprising that we have accumulated large stocks of yarn. Since the end of the year, I am pleased to say, the volume of business has been slowly but steadily growing, and this fact, coupled with some evidence of more stability in the world-price of artificial silk, permits us to think that we are past the worst, although we cannot yet say that demand is strong enough to swallow the large stocks which are lying about all over the world, and at the same time to absorb the increased output which producers have it in their power to put upon the market.

34. The rainbow comes and goes,  
     And lovely is the rose;  
     The moon doth with delight  
     Look round her when the heavens are bare;  
     Waters on a starry nigh  
         Are beautiful and fair;  
     The sunshine is a glorious birth;  
     But yet I know where'er I go,  
     That thero hath passed away a glory from the earth.

35. In proportion as agriculture improved and money increased, it was found that these services, though extremely burdensome to the villein, were of little advantage to the master; and that the produce of a large estate could be much more conveniently disposed of by the peasants themselves, who raised it, than by the landlord or his bailiff, who were formerly accustomed to receive it.

36. Therefore all seasons shall be sweet to thee,  
     Whether the summer clothe the general earth  
     With greenness, or the redbreast sit and sing  
     Betwixt the tufts of snow on the bare branch  
     Of mossy apple-tree, while the night thatch  
     Smokes in the sun-thaw; whether the eave-drops fall  
     Heard only in the trances of the blast,  
     Or if the secret ministry of frost  
     Shall hang them up in silent icicles,  
     Quietly shining to the quiet moon.

37. Methinks I see in my mind a noble and puissant nation rousing herself like a strong man after sleep, and shaking her invincible locks: methinks I see her as an eagle muing her mighty youth, and kindling her undazzled eyes at the full midday beam; purging and unscaling her long-abused sight at the fountain itself of heavenly radiance; while the whole noise of timorous and flocking birds, with those also that love the twilight, flutter about, amazed at what she means, and in their envious gabble would prognosticate a year of sects and schisms. (*Aereopagitica*.)

38. Whether the traveller was possessed by thoughts which the fury of the night had heated and stimulated into a quicker current, or was merely impelled by some strong motive to reach his journey's end, on he swept more like a hunted phantom than a man, nor checked his pace until, arriving at some cross-roads, one of which led by a longer route to the place whence he had lately started, he bore down so suddenly upon a vehicle which was coming towards him, that in the effort to avoid it he well nigh pulled his horse upon his haunches, and narrowly escaped being thrown.

## CHAPTER III

### COMMON ERRORS

In this chapter we have arranged systematically the commoner grammatical errors of which students, journalists, and even distinguished writers are sometimes guilty. The error and the correct rule are often explained together. A selection of examples is offered for the student to criticize.

#### 1. Agreement of Subject and Predicate

(a) All verbs must agree with their subject in NUMBER.

E.g. The water of the streams *run* clear (say *runs*).

The ambition of oppressors and tyrants *are* boundless (*is*).

Why are these errors often said to be due to *Attraction* or *Proximity*?

(b) WITH. This word must not be regarded as turning a singular subject into the plural.

E.g. The host with his three waiters *come* out of the inn and *fall* upon D'Artagnan (say *comes*, *falls*).

(c) The following words are singular: *each*, *either*, *neither*, *every*, *no one*, *nobody*, *many a*.

E.g. Neither of them *were* willing (*was*).

The pairs of words *either . . . or*, *neither . . . nor*, are singular when they go with singular nouns—

E.g. Neither beef nor mutton *agree* with me (*agrees*).

#### 2. Case

(a) If a noun or relative pronoun is used in a sentence both as subject and object, it must be expressed twice—

The seizure of the town, the general thinks necessary and should be undertaken at once.

(*Seizure* is object to *thinks necessary*; it cannot therefore be subject to *should be*; insert *it* before *should be*.)

He was a student who was often praised by his teachers and his fellows loved.

(Insert *whom* before *his fellows*.)

(b) THE VERB "TO BE" requires the same case after it as before it. Thus: "It's me" is commonly used in conversation but should strictly be "It is I." Similarly, "That's him" is incorrect.

(c) After a TRANSITIVE VERB take care to put your pronoun in the objective case.

He sent Jack and *I* on an errand (*me*).

(d) Similar care must be taken after PREPOSITIONS:

He ran after you and *I* (*me*).

(But compare: He arrived after you and I had departed. Here, *after* is a conjunction.)

(e) THAN. Take great care of the case you use after this word.

Compare these sentences:—

I love you more than him.

I love you more than he.

(f) "As" takes the same case after it as before it—

I am as good as *him* (*he*).

**3. Pronouns** are often used in such a loose way that it is not clear to which nouns they belong, e.g.—

"The people informed the peers that they had their rights as well as they and that they were not to be interfered with."

- i. To whom does the first "they" refer?
- ii. Whose rights are indicated by "their"?
- iii. Who are the "they" mentioned next?
- iv. Who or what are the "they" that must not be interfered with?

By repeating the nouns or sometimes by recasting the sentence all ambiguity can be avoided. Thus—

“The people informed the peers that they had their rights as well as the peers themselves and that these rights were not to be interfered with.”

**4. Relative Pronouns**, if separated by many words from their antecedents, are often a source of ambiguity. Here, also, it would be better to repeat the antecedent or to recast the sentence—

“The final details and plans, especially those decided on by the special committees, which are selected after much consideration, proved very popular.”

Does “which” refer to “plans” or to “committees” ?

**5. Who, which.** In discussing the comma (see Chapter on Punctuation), we have fully explained the difference between the *Restrictive* and the *Continuative* uses of the Relative Pronoun, and indicated how these different uses affect the punctuation. Study the examples quoted in that section.

**6. And who, and which.** Do not use these unless you have just used a relative clause, for the word “and” can only connect similar constructions, e.g.—

“He is a brilliant general *and who* will win many battles.”

In this sentence “and” is being used to connect the noun “general” with the relative clause “who . . . battles.” To correct, place the word “one” before “who” (so that “and” now connects a noun and pronoun).

## 7. Agreement of Pronouns

(a) *Relative Pronouns* should agree with their antecedent in number, person and gender.

“He was one of those men who find it hard to earn a living.”

“Find” is necessary as “who” must be plural agreeing with “men,” not with “one.”

(b) Other pronouns, similarly, must agree with the nouns to which they refer—

She is one of the women *who knows what she wants.*  
(Who know what they want.)

### 8. Auxiliary Verbs

(a) Often the one auxiliary verb will not do for two principal verbs—

The country was divided into counties and the counties placed under magistrates. (Insert “*were*” before “*placed.*”)

(b) When two auxiliary verbs are being used with the same principal verb, it may be necessary to use the principal verb in two forms—

I never have and I never will take part in any insurrection. (Insert “*taken part*” after “*have.*”)

**9. Unrelated Participles.** A very common error is to use a present participle in a vague way without connecting it with any definite noun.

Walking across the road a snowball knocked his hat off. (Correct thus: As he was walking, etc.)

**10. Will and shall.** The uses of these vary according as we are trying to express *simple futurity* or else *obligation, determination.*

In expressing futurity,

The 1st person requires *shall*.

The 2nd and 3rd person require *will*.

In expressing determination,

The 1st person requires *will*.

The 2nd and 3rd persons require *shall*.

The following anecdote illustrates the usual error—

Irishman (who has fallen into the river): “I will be drowned, no one shall save me.”

Passer-by: “All right, drown.”

**11. Verbal Noun.** Compare these two sentences—

(a) Did you see *John writing*?

(b) I was surprised at *John's writing* to me.

In (a) *writing* is a present participle; in (b) *writing* is a *verbal noun* and so requires the possessive *John's*.

The following are incorrect—

Do you object to *me* coming?  
I didn't expect *him* doing that.

**12. Prepositions.** Care must be taken to use the correct preposition according to the verb (see chapter on Word-Study). A common error is to use the same preposition for two verbs that take different prepositions.

Sometimes he agreed and sometimes he differed *from* her.

“From” is correct with “differed,” but “agreed” requires “with,” which must be inserted.

Recast thus: Sometimes he agreed with her and sometimes he differed from her.

**13. The Article.** Be careful to repeat the article (*a* or *the*) after the word “and” when more than one thing is referred to—

When I say: “I went to see the Secretary and Treasurer,” it means that one person held both offices; otherwise, “the” must be inserted before “treasurer.”

I called in a plumber and gas-fitter (one man).  
I sent for a plumber and a gas-fitter (two men).

**14. Conjunctions** that go in pairs are called Correlative Conjunctions—

E.g. neither . . . nor; not only . . . but; both . . . and; etc.

These must be so arranged in the sentences that they occupy exactly corresponding positions. The following are correct—

The film was both amusing and instructive.  
He not only discovered the offender but punished him.

The following are incorrect—

They neither adopted French methods nor English methods. (“Neither” should precede “French.”)

They not only reared sheep but pigs and cattle.  
 (“Not only” should precede “sheep.”)

**Miscellaneous Errors**

SORT OF, KIND OF, are in the singular—

I do not like *those sort* of men (men of this sort).

BETWEEN, like other prepositions, must govern the objective case: E.g. between you and *me* (not *I*).

*Only* should come as near as possible to the word it modifies. Compare the meanings of the following sentences—

- (a) He *only* told it to me.
- (b) He told it to me *only*.

ONE. Avoid the use of this word as an impersonal pronoun; but if you do use it, be careful of the pronouns with which you follow it—

One drinks *his* tea and rests *themselves* after the day's work. (We drink our tea and rest ourselves after . . .)

EITHER, ANY. "Either" is to be used where *two* things or persons are concerned; "any" where three or more are concerned—

*Either* of the four men can do the job (any).

"Either" must not be followed by "nor"; "neither" must not be followed by "or"—

He will neither eat with us *or* let us eat (nor).

OTHER. This word must be used with a comparative, never with a superlative—

He is stronger than any man on earth. (That is, he is stronger than himself too; insert "other" before "man" to make sense.)

BUT should not be used after "other"—

I repeat that you have no other design in coming here *but to spy out our resources* (than).

Do not use this word after "no sooner," "scarcely," "hardly," etc.

No sooner had he finished one picture *but* he began another (than).

SCARCELY, HARDLY. It is a vulgarism to use a negative with either of these words—

*No one scarcely* answered me (scarcely anyone).

THAN. Do not use this word after “different,” “prefer,” “scarcely,” e.g.—

- i. Scarcely had he entered *than* the music stopped (when).
- ii. His novels are different *than* any others I have read (from).
- iii. They prefer to die *than* to be taken captive. (Say—  
They prefer death to captivity.)

AS, LIKE. Avoid the vulgarism of using *like* for *as*—

They imprisoned me *like* they did the others (*as*).

Do not use *as* for *that*: I do not know *as* there is anything to say (*that*).

DOUBT THAT, DOUBT WHETHER. Compare these sentences—

- i. I doubt whether he will come. (Here the speaker thinks he has reasonable grounds for his doubt.)
- ii. I do not doubt that he will come. (Here we have practically a positive affirmation.)

#### EXERCISES

Correct the following sentences where necessary; give reasons for any changes you may make. If you think any sentence is correct, justify your opinion.

1. The superiority of strength and character show clearly in him.
2. The *Gazette* has the largest circulation of any evening paper.
3. This is the severest storm as I have ever experienced.
4. This painting is more preferable than the other.
5. To logically explain your ideas would be to quickly convince your opponents.
6. She was one of those women who cannot say simply what she means.
7. We shall have great pleasure in accepting your invitation which reached us yesterday.
8. No one has ever or will ever complain of him not doing his work.
9. Neither father nor son reached their home that night.
10. He will not succeed unless much more pains are taken.
11. The pie was soon divided between the members of the party.
12. Probably I will be very busy and will not be back for sometime.
13. A quadrangle separates the old and new buildings.

14. No sooner did he arrive in London but he hastened to see his lawyer.
15. The noise of many rushing waters fill our ears.
16. This is one of the best treatises that has ever been written on the subject.
17. These Zulus are the most intelligent of all other native races.
18. He'd been a Yeoman that I'd helped gather in the orange crop with at Jaffa.
19. Hardly had the train pulled up than it was mobbed by the eager crowd.
20. They are now brought into intimate touch with the world and a knowledge of important passing events.
21. These kind of things are to be avoided by the most ablest of us.
22. Why did you choose that book to read to us out of?
23. Leave Nell and I to toil and work (Dickens).
24. Neither of the trio played well.
25. Whom do you think is the cleverest of the two?
26. The youth of to-day is fond of pleasure like our ancestors were.
27. He was considerably superior and abler than his brother.
28. I prefer a two-seater car and which will take me anywhere without it giving me trouble.
29. I have never and will never believe that it was he you went with
30. America's distrust and antagonism to Japan is notorious.
31. Hoping soon to hear from you, believe me, yours truly, etc.
32. The chief difficulty in learning French pronunciation are the vowels so different to ours.
33. He inquired whether either of the prisoners were convicted.
34. Moses saw the promised land for which he was to prepare but not to enter.
35. His losses we can only guess, but must have been incalculable.
36. Only such goods were to be taken which should be useful on these kind of expeditions.
37. Gazing down on the rushing waters, the falls of Niagara seem mighty beyond compare.
38. By evening, we had the satisfaction to see the river bridged, and crossed it with design to fall upon the rear of the foe.
39. Having visited the country myself, I have no doubt whether a revolution is possible.
40. That the natives are as well disposed towards us as we fancy may be doubted.
41. He took the initiative of taking all necessary steps and endowed by ample knowledge and insight of the whole situation, no one could find fault in him.
42. The enemy was approaching, he reported, and that something should be done immediately.

43. He would give nothing to the cause, or help it in any way.
44. Organized sports are regarded in this country as being quite as important or even more important than book learning.
45. The Cabinet has done all or perhaps more than was expected of it in the crisis.
46. This is one of the finest, if not the finest, statues erected in the Cathedral.
47. I claim this to be the first duty of the State, righting all wrongs, dealing out justice to all, and to see all people happy.
48. Would you prefer to be a greater fool than you look than to look a greater fool than you are?
49. All good individuals are bound to once again rally to the support of their party.
50. The chief arguments by which Prohibition was attempted to be supported were availed of by the eager speakers.
51. Those whose salaries are proposed to be curtailed it is not to be denied were dissatisfied.
52. Scarcely no one can really believe that the reports were grossly exaggerated.
53. As one studies and learns one grows broader-minded and you understand others' point of view.
54. These writings make one smile with delight as we peruse them.
55. I would be glad if you will inform me of any boats that shall be sailing for South Africa in the next month.
56. The growth of tobacco has been established in India for three hundred years and overspread the country.
57. What chiefly count are its spirit and its methods of working.
58. French is not only difficult to learn, but to teach.
59. But whatever his faults, not his worst enemy could accuse Dr. Nevington of being a respecter of persons unless he was well assured beforehand whom such persons might be.
60. In learning to ride a bicycle, the machine should always be kept moving at a good pace.
61. He was a man of the noblest sentiments and who had often done his best for the poor.
62. But just as, though at one time the mystic, and again the passionate evolutionist, in it all was the poet richly aware of life, so, socially, through it all, he was the democrat.
63. As when he was teacher in Iowa City, he would give of himself to whomsoever wanted him.
64. Nights when there were no parties when he not only came home thwarted but tired from rehearsals, it was the poets of peace gave him the hour that restored and fortified.

## CHAPTER IV

### PUNCTUATION. USE OF CAPITALS. REPORTED SPEECH

JUST as a book is divided into chapters and the chapters again into paragraphs and sentences, so the individual sentences often fall into smaller natural divisions. *Punctuation* is a device used to indicate clearly these divisions. Strictly speaking, if a sentence or paragraph is carefully constructed, the meaning ought to be quite clear and the relationship between the various parts perfectly obvious. Legal documents, which are the most carefully written of all prose writings, are so drawn up that the meaning admits of no doubt, although no stops are used. Nevertheless, as most writers and readers are not trained in the law, the accurate use of punctuation is of great service in several respects.

Stops indicate the natural divisions of written language and correspond to the pauses one makes in speaking. Hence one is enabled to see at a glance the meaning of what is being read, and if one is reading aloud to convey the meaning to the hearers ; the reader sees further when to pause and whether a question or an exclamation is intended.

*Ambiguity* (or the possibility of taking a sentence in two different ways) is often the result of faulty punctuation, e.g. note the two meanings which can be derived from the following sentence : The general said the soldier had died like a hero.

THE CHIEF STOPS are the Full Stop (.), the Comma (,), the Semicolon (;), the Colon (:), Inverted Commas (" "), Note of Interrogation (?), Note of Exclamation (!), the Dash (—), the Apostrophe (').

#### 1. The Full Stop (or Period) is used—

(a) To show the completion of a sentence. Where the sentence is an exclamation or a question, the *Note of Exclamation* or the *Note of Interrogation* replaces the

Full Stop. E.g. Where is Sylvia? Come here, Sylvia! She is coming at last.

(b) After all abbreviations, e.g. all the abbreviations used in addressing an envelope: Mr., Mrs., Dr., Esq., M.A., St., Rd.

**2. The Comma.** This is the shortest possible pause; the chief uses are—

(a) In *enumerations* (instead of using “and”).

Men, women, children, all perished. (Nouns.)

He was tall, handsome, well dressed and clever. (Adjectives.)

The orator spoke eloquently, forcefully, feelingly and effectively. (Adverbs.)

Books teach, amuse, inspire and interest all grades of society. (Verbs.)

(b) *In address*—

Hear him not, Caesar. James, post these letters.

(c) With *nouns* in *apposition*—

His sister, Kate, lives with him still.

George, King of England, is also Emperor of India.

(d) After *absolute and participial phrases*—

The play being over, the audience left.

(e) To separate a series of *short independent sentences* (co-ordinate).

The trumpets blew, the flags waved, the people cheered.

(f) *Before and after adverbial sentences*—

If Winter comes, can Spring be far behind?

Come into the garden, Maud,

For the black bat, Night, has flown.

(g) *In relative clauses.* Here great care is necessary. Study these examples—

i. We went to meet my brother, who waved to us from the boat.

Here the word “who” is equivalent to “and he.” It does not define which brother but merely continues

the story. This is the *continuative* use of the Relative and the comma is required before "who."

ii. The King, who is a good horseman, rode to hounds.

Here the relative clause merely adds more information about "king." This is the *commenting* use of the Relative and again the comma is wanted.

iii. The book that he is reading is unsuitable.

Here the Relative clause is *Restrictive*; it limits the word "book" very stringently. No comma is used in this case.

Avoid using too many commas.

**3. The Semicolon** is used where we require a pause longer than that of a comma but not so important as that of a full-stop. Thus it is useful in separating sentences of equal rank, or in contrasting two sentences.

E.g. Youth is the time for ambitious efforts; it is the time of ardour and eagerness; it is the time of courage, endurance and self-sacrifice; but age, too, has its set tasks and noble achievements; youth may be impetuous and ardent; but old age is wise.

**4. The Colon** is sometimes used instead of the semicolon and could have been so employed in the example given above. In addition, it may introduce a quotation—

Hark! the crowded field is ringing:  
"Altogether, play up, school!"

Or often (with a *dash*) the colon precedes enumerations—

Dickens's chief works are:—*David Copperfield*, *Great Expectations*, *A Tale of Two Cities*.

Sometimes it introduces an explanatory sentence—

Suddenly a loud report was heard: the mine had been fired.

**5. Inverted Commas** accompany direct speech or actual quotations.

"When are you coming home?" asked the trembling child.

Keats has said: "A thing of beauty is a joy for ever."

Note the arrangement of Inverted Commas and other marks in the following—

“Indeed,” says Mr. Esmond, with a bow, “need I go on, Sir?”

**6. The Dash** (also see Colon), indicates a sudden break in a sentence or draws attention by means of a pause to some important point. Two dashes often replace brackets. Study these examples—

He knew the treasure could not be far away—but where?

Come in, come in, I say—oh, you have come in!

All philosophers agree that the most certain thing about life is—its uncertainty.

In this oasis—a veritable Paradise it seemed—he spent the day.

**7. The Apostrophe** is used for the possessive of nouns and generally to show letters have been omitted—

John's book; it's cold. (Contrast: *its* wing.)

To understand is better than to overstop.

CAPITALS should be sparingly used but are essential in the following situations—

(a) For the first letter of a sentence, immediately following a full stop.

(b) For beginning each line of a poem.

(c) For the first letter of Proper names (e.g. France, Frank); of Proper adjectives (e.g. French); for the names of the days and the months; for the names of well-known festivals (e.g. Easter, Armistice Day).

(d) In titles of address: Sir, Dear Madam, Your Highness.

(e) In introducing a quotation: Shakespeare has said, ‘All the world's a stage.’

(f) In titles of books, poems, plays, newspapers, magazines, etc.: *Daily News*; *Dombey and Son*; *Review of Reviews*; *Much Ado about Nothing*; *Paradise Lost*.

(g) In naming great historical, literary or social movements, e.g. The Reformation; the Romantic Revolt; the Industrial Revolution.

(h) Miscellaneous uses: for the name of the Deity; in the monosyllables I, O; personifying some abstraction, e.g. "Charity and Virtue guided him in the paths of Righteousness."

### EXERCISES

Get some one to dictate passages to you. These you should punctuate and compare with the original. Notice carefully any corrections of punctuation your instructor may make in your written work. We append a few other exercises.

#### PUNCTUATE THE FOLLOWING PASSAGES

1. Let me tell you scholar I have a rich neighbour that is always so busy that he has no leisure to laugh the whole business of his life is to get money and more money that he may still get more and more money he is still drudging on and says that Solomon says the hand of the diligent maketh rich and it is true indeed but he considers not that it is not in the power of riches to make a man happy for it is wisely said by a man of great observation there are as many miseries beyond riches as on this side of them.

2. The time and the opportunity at last came, he was in the prime of his strength, thirty two years old of middle height with crisp brown hair, a broad high forehead, the mouth and chin slightly concealed by the moustache and beard, but hard inflexible and fierce, such was Francis Drake when he stood on the deck of the Pelican in Plymouth harbour in November 1577.

3. My solemn and dying recommendation to my beneficiaries is to make work and knowledge their principal hobbies following Francis Bacon the great scientists motto, to take all knowledge to be my province to control their purse health passions and temptations to help to be kind to mankind particularly the genuine poor never to speculate bet or gamble but to be proud of the fact that whatever they possess apart from legacies is the fruit of their own labour to protect our dumb friends the animals, especially the much abused cart horse and costermongers donkey.

4. Arrange the following as a properly punctuated letter—

42 Blackstock Rd Midchurch Blankshire 15th Nov 1924 to the Anglo Irish Investment Company Ltd 46 and 47 Limpet St London E.C. Gentlemen having paid to your bankers the sum of twenty-five pounds being a deposit of 10 per cent for 250 preference shares of £1 each in the above named company I apply for and agree to accept that or any less number of shares that you may allot to me upon the terms of the prospectus dated 14 Nov 1924 and the memorandum and articles of association of the said company and I undertake to pay the balance due from me as specified in the said prospectus and authorise you to enter my name in the company's register as holder of these shares dated the 17th day of November 1924 signed Henry Harland.

5. Punctuate the following, taking care to assign the dialogue to the proper speakers—

It was about two hours past noon when Van Voorst came down stairs looking into the drawing room where his mother was sitting he exclaimed where is miss yuler has she gone home not that I know of was the reply why what is the matter what time is the tide at its full about four it wants a quarter she'll be overtaken and he dashed out to the stable madam van voorst followed quickly what are you about she cried as he flung the saddle on fautour you are not going to cross the sands now I am van van you will be drowned he flung her off sprang in the saddle and was away like the wind.

6. Correct the punctuation of the following sentences, so as to make good sense. Give reasons for any changes you make.

(a) Except for, the speech of Sir John Simon which was a personal rather than, a party deliverance the liberal party has, cut a poor figure, this week.

(b) King charles walked and talked an hour after, he was executed.

(c) If we offend, it is with our good will,

That you should think, we come not to offend  
But with good will. To show our simple skill,

That is the true beginning of our end.  
Consider, then, we come but in despite.

We do not come as minding to content you,  
Our true intent is. All for your delight,

We are not here. That you should here repent you,  
The actors are at hand.

*(Midsummer Night's Dream.)*

(d) He was driving away, from the church where he had been married in a coach and six.

### REPORTED SPEECH

#### TURN INTO INDIRECT OR REPORTED SPEECH

1. Mr. H. W., in seconding the resolution, said: Ladies and gentlemen—It is unusual for the deputy-governor to take up any of the time of the meeting, but this is not an ordinary occasion, for it is the first time our governor has addressed us under his new title of Sir David M. W. (Applause.) I am sure you, ladies and gentlemen, will be glad to know how much appreciated this honour is, not only by Sir David's many friends, but by the gas industry generally and by the staff and workmen of this great Company. (Hear, hear.) I will only detain you a few minutes, and, therefore, I cannot even name the associations and committees over which our governor presides, and the great number of functions he attends in connection with our industry. I will only say that, whenever his valuable advice or assistance is required, it is readily given. (Applause.) There is no one who realizes more fully than Sir David the necessity of our all working together for the common good, and it is for these, among other reasons, that the gas industry welcomes most heartily the honour bestowed upon our governor.

Sir David has had many hundreds of letters of congratulation, but I am confident that nothing has pleased him more than the pleasure

the workmen in the company expressed on hearing the good news. Last week I went to Beckton with the governor, and during our progress round the works the men collected at various points to cheer him and offer him their congratulations. This spontaneous, hearty and unexpected greeting indicated very clearly the good feeling and good will which exist throughout the Company. (Applause.) This good feeling, which Sir David has done so much to create and increase, is perhaps his most important work. Good feeling and good understanding are not as general among masters and men as we could wish, but it is that, and that alone, which will bring prosperity and happiness to the individual and the nation. (Applause.)

## 2.

## VOTE OF THANKS

Ladies and gentlemen,—Before we separate I should like to propose a hearty vote of thanks to our chairman for coming 400 miles to preside over the meeting, and I should also like to add our thanks to the directors and to the employees for their services and work during the past year. We all know it has been a very difficult year, and to have such a showing as we have in the report, and to maintain the dividend, are very good achievements. (Hear, hear.) I should like to emphasize our approval of the expression in the chairman's speech with regard to the employees—to their devotion and to their loyalty. They are certainly deserving of the praise which has been given. The younger generation may forget, perhaps, that this is getting an old company, but I should like to remind them that it is eighty years since the grandfather of our chairman and of Major N. founded this firm; as far as I know, and I was intimately connected with it, it has gone on strongly and successfully all the time and never looked back. It has never aimed at anything very brilliant, but for steady progress and solidity I do not know of any better undertaking. (Cheers.)

Mr. A. C. B. seconded the motion, which was carried unanimously.

The Chairman briefly replied to the compliment, and the proceedings terminated.

## 3.

## A GREAT FUTURE

“With regard to the future, as we grow in power and independence under the new charter we realize new responsibilities. For example, we may well find ourselves custodians of music, opera, or a repertory theatre. We have duties also to perform—duties both educational and propagandist—in connection with British trade revival.

“And then there is the Imperial side of broadcasting to be considered. We are hoping to build—if technical progress indicates an adequate return for expenditure—a short wave transmitter to reach the Dominions and Dependencies. We might have it ready at Daventry next year. This transmitter will be the first instalment of a larger scheme for Imperial broadcasting and an exchange of programmes between the Mother Country and the Dominions.

“Nor is our conception of our obligations confined to the Empire. We are trying in various ways, through the Union of Broadcasters at Geneva, and in co-operation with the League of Nations, to ensure that, wherever wireless broadcasting is organized, it shall be used to promote world peace and understanding.”

## 4.

## INCREASED BUSINESS

Now as to the progress of your business judged by the units sold and the new business secured during the year—I have already given you these figures in a brief summary of the results in my opening remarks, and I do not propose to trouble you with them again, but you will appreciate that they are striking, and, indeed, remarkable, figures of progress for a year of industrial unrest, and justify, I venture to think, the optimism that is in us, and I may add in passing that the new areas opened up by the company's distributing mains comprise an additional area of about 33,000 acres with a population of about 75,000.

Now as to the Barking Power House, the strategic centre of your policy and the sheet anchor of your future success. I have to report that the extensions foreshadowed in my address to you last year were put in hand in May last and are now fairly advanced. You have had before you the striking figures of the new business secured last year, provision for which has to be made in advance; in addition to this we have to provide for the immediate prospective demands, that is to say, the additional business now maturing, and this, I am happy to say, is on no small scale. Foresight in such matters is an elementary principle with supply companies, and you will, I am sure, appreciate the action of your board in taking time by the forelock and commencing—none too soon—the new extensions to your power house at Barking.

5. Reproduce the actual words of the speaker from the following reports—

(a) Alderman H. (Chairman of the Public Health Committee) said so far as that Committee were concerned they had done everything possible to enlighten the people with regard to the best course to pursue in cases of influenza. There had been a somewhat serious outbreak of the epidemic in the borough, especially at the beginning of the year. The outbreak was at its height during the week ending 15th January, when there were 45 deaths in the borough. It had since gradually declined, and in the week ending 12th February the number of deaths recorded was 20. The cause of death in a good many cases, continued Alderman H., had a great deal to do with lack of proper treatment, especially among the poorer people. The Council had facilities for the treatment of influenza, and they had nurses they could send round to give advice and nursing. The Committee had decided to notify all the medical practitioners in the borough that such facilities were available for poor cases, and the department was duly notified. He was, however, very glad to report that the epidemic was now dying out, and he hoped before long to say that the trouble had been successfully overcome. (Hear, hear.)

(b) He assured them again that no effort would be spared by that company to consolidate their position in the trade. They were aware that competition was becoming increasingly severe and he could only say that their directors were doing their utmost to prepare for any development of the situation. Meanwhile the horizon was clearer than it had been for some time and he thought that they could look forward to the future with confidence.

He had much pleasure in proposing the adoption of the report and accounts, and hoped they would be passed without any dissenting.

## CHAPTER V

### WORD-STUDY

THE writing of good English implies a thorough knowledge of the vocabulary of the language. Without an adequate supply of words we cannot express our thoughts with clearness, force and originality. The student should, therefore, study the vocabulary of English as thoroughly and as systematically as he would that of a foreign language.

1. Make a careful note of new words you meet, and look up the meaning in some good dictionary, e.g. Chambers's. Use the words in sentences of your own.
2. Add to your vocabulary by reading as widely as possible the best literature of the past and of the present, as well as current newspapers and journals.
3. Collect *synonyms* so as to enrich your style.
4. Compare and contrast the meanings of words that resemble each other, e.g.—

simulate, dissimulate; deprecate, depreciate.

5. A valuable aid to Word-Study is: Roget's *Thesaurus of English Words and Phrases*.
6. Take an interest in the *etymology* of words, and study Prefixes and Suffixes.

In your own composition the following hints may prove useful—

- (a) Never use an unusual word when a familiar one will do—

E.g. *beggar* is quite as good as *mendicant* and *healthy* as *salubrious*.

- (b) Prefer concrete words to abstract ones where possible.

E.g. There is unanimity on the necessity of education.  
(All agree that education is necessary.)

- (c) Avoid *circumlocution* and *journalese*.

For *terminological inexactitude* say *lie*,  
for *tonsorial artist* say *barber*.

(d) Short words are more forcible than long ones, e.g.—

For *significance* use *meaning, sense,*  
for *succulent* use *juicy*.

(e) Most of the examples given above illustrate the advantage of using words of Anglo-Saxon origin rather than words of Latin derivation.

The remainder of this chapter consists of a series of exercises meant to interest the student in the right use of words and to encourage him in the important task of developing his vocabulary. Shakespeare is said to have used ten thousand different words and Milton eight thousand. No cultured man should rest content with using a few hundred common words over and over again. But it must not be forgotten that the function of words is to express our meaning. Do not use words merely for the sake of using them.

“Words are like leaves, and where they most abound  
Much fruit of thought beneath is rarely found !”

POPE.

### EXERCISES

1. Construct careful sentences bringing out clearly the difference of meaning in the following pairs of words—

(a) compliment, complement.	(f) deprecate, depreciate.
(b) concerted, consorted.	(g) stimulus, stimulant.
(c) confident, confidant.	(h) allusion, illusion.
(d) exceptional, exceptionable.	(i) ingenious, ingenuous.
(e) imaginary, imaginative.	(k) continuous, continual.

2. Give synonyms for—

Hazard, solicit, fair, normal, discover, occupy, substance, variety, confirm, observation.

3. In how many senses can you use each of the following words ? Write a short sentence illustrating each use—

Post, stand, jack, point, bear, line.

4. Complete the following *similes*—

As white as a \_\_\_\_ ; as strong as a \_\_\_\_ ; as hungry as a \_\_\_\_ ; as obstinate as a \_\_\_\_ ; as careless as a \_\_\_\_ ; as proud as a \_\_\_\_ ; as brave as a \_\_\_\_ ; as dull as a \_\_\_\_ ; as weary as a \_\_\_\_ .

Make up five more *similes*.

5. Take the following *prefixes* and make up five words from each of them—

Trans; ad; inter; con; per; pro; sub; super; dis; bene.

What other prefixes do you know?

6 Make up lists of words ending with the following *suffixes*—

-ant; -acious; -id; -ition; -ary; -ity; -ure; -ate; -ment; -ice.

Do you know any other suffixes?

7. What prepositions should follow these words or phrases?

amenable —; responsible —; impatient —; impervious ~~to~~ —; claim descent ~~to~~ —; indifferent —; preoccupied —; take vengeance —; collaborate —; tendency —.

Write illustrative sentences.

8. Distinguish the meanings of—

- (a) irascible, irrational.
- (b) delegate, dedicate.
- (c) opportunity, importunity.
- (d) luxurious, luxuriant.
- (e) efficient, efficacious.

9. Give synonyms for: ridiculous; obstacle; quest; alertness; sympathy; tint; lucid; inhabitant; alone; pure.

10. Substitute simpler words or phrases for each of the following—

hilarious cachinnation; multitudinous gathering; devouring element; tonsorial artist; reverberation; in a state of inebriation; beatitude; belligerent; reduced to a state of destitution; utterances of deep significance; he was employed in a subordinate capacity in his office.

11. Explain the allusions contained in the following words or phrases and use them in sentences of your own—

carry coals to Newcastle; Cerberus; Mrs. Grundy; send to Coventry; Sir Oracle; boycott; the Swan of Avon; Eternal City; Modern Babylon; the fragrant weed.

12. Rewrite the following sentences in simpler words—

- (a) He was reduced to circumstances of mendicity and indigence.
- (b) Johnson's English was characterized by the use of a multiplicity of polysyllabic vocables.
- (c) His countenance depicted his profound incredulity.
- (d) "Your peregrinations in this metropolis have not as yet been extensive." (Dickens.)
- (e) The sudden immersion into the aqueous element was an effective restorative to his exhausted energies.

13. In the following sentences, some words are being used in the wrong sense. Pick out these words and substitute others.

- (a) Do not aggravate your parents.
- (b) The stream has overflowed its banks.
- (c) He parts his hair in the centre.
- (d) The army was literally decimated, more than half being killed or wounded.

- (e) He was a man of innate courage owing to the fine example of those about him.
- (f) We will soon unravel the dark mysteries of this case.
- (g) We cannot convict a man on such precarious evidence.

14. Name words opposite in meaning to the following—

remuneration; exaggerate; outstanding; demur; superficial; temporary; populous; reality; intrinsic; prevalence; intensify; concede; ratify; benevolence; bountiful.

15. Put fitting adjectives before the following nouns:

government; behaviour; auspices; mathematician; soliloquy; frivolity; extravagance; intellect; manipulation; diversion; contact; impression;

and use the resulting pairs in sentences of your own composing.

16. Put suitable nouns with the following adjectives—

poignant; callous; intangible; effeminate; tenacious; insular; ethereal; plastic; mercurial; recalcitrant; sporadic; comprehensive.

Use the resulting pairs in sentences.

17. *Mrs. Malaprop*, in Sheridan's famous play *The Rivals*, causes much fun by her incorrect use of words. Here are some examples for you to correct. You will find others in the play itself—

Now don't attempt to extirpate yourself from the matter; you know I have proof controvertible of it.

There's a little intricate hussy for you!

I would by no means wish a daughter of mine to be a progeny of learning. . . . I would never let her meddle with Greek, or Hebrew, or algebra, or simony or fluxions or paradoxes, or such inflammatory branches of learning. . . . But, Sir Anthony, I would send her, at nine years old, to a boarding-school, in order to learn a little ingenuity and artifice. Then, Sir, she should have supercilious knowledge in accounts;—and as she grew up, I would have her instructed in geometry that she might know something of the contagious countries.

He is the very pine-apple of politeness!

Sure, if I reprehend anything in this world it is the use of my oracular tongue, and a nice derangement of epitaphs.

18. Draw up a list of new words that have come into general use  
(a) within your own memory; (b) since 1900.

19. Trace the origin of the following words—

lunatic; milliner; sherry; jovial; bayonet; punch; Thursday; panic; July; gipsy.

20. From what languages are the following words derived?—

restaurant; amen; alcohol; yacht; street; waltz; steppe; volcano; armada; telephone.

Quote other examples of words borrowed from these languages.

## 21. Insert suitable words in the blank spaces—

(a) This — occasion will bring — to our minds the wisdom and — of those men who first — the idea of federation.

(b) Our pride in the past though — should not bind us to the — that the success of the — will largely — on the — of our efforts.

(c) A — merchant was — his — toys to a — crowd of — and —. As I — I heard a — girl say, "Mummy, if you don't — from — things soon, I can see us — a cold dinner —!"

## 22. Rewrite the following passages omitting words that seem superfluous—

(a) After he had successfully overcome all the various obstacles which when he was a young man setting out on life's uneven road had at many different points in his career opposed his onward progress, he pursued unchecked for many successive years a course of uniform prosperity, until at last he reached the ultimate goal towards which from the outset all his steps had been unwaveringly directed.

(b) It is officially announced by the Foreign Office that the intolerable conduct of the Chinese would not be borne.

(c) At the inaugural ceremony of the opening of the new Parliament House, the Prince's speech was uttered in distinct and audible tones that were heard by those assembled.

23. For each of the following phrases substitute a *single word* of equivalent meaning and write a sentence to illustrate its use—

(a) Happening at the same time; (b) able to live both on sea and land; (c) meeting at the same point; (d) nearness to a place; (e) with every one present agreeing; (f) out of mere whim; (g) on the surface; (h) on the other hand; (i) having nothing to do with the matter; (j) bearing two possible meanings.

## 24. In a famous Essay, Addison contrasts, 'religion and hypocrisy, pedantry and learning, wit and vivacity, superstition and devotion, gravity and wisdom.'

Compose definitions, bringing out the contrast in each pair.

## 25. Treat in a similar way the contrasted pairs in the following passage—

Your friends are not beautiful: they are only decorated. . . . They are not moral: they are only conventional. They are not virtuous: they are only cowardly. . . . They are not loyal: they are only servile; not dutiful, only sheepish; not self-respecting, only vain; not kind, only sentimental; not social, only gregarious; not considerate, only polite; not intelligent, only opinionated; not imaginative, only superstitious; not just, only vindictive; not disciplined, only cowed.—(G. B. Shaw, *Man and Superman*.)

26. Classify in groups the nearly synonymous terms in the following passage; the terms in the same group may be of various parts of speech—

That moribund and discredited body might have been allowed to expire quietly on the appointed day, or, as his lordship put it, to wrap its robe around it and die with dignity, if it had not resolved to flout its successor, to insult Parliament, to outrage public opinion and to defy its executive government. The good works it did in the days of its ingenuous youth will be forgotten amid the misdeeds of its unhonoured age and the disgrace of its sudden and ignominious extinction.

27. 'There are no such things as synonyms.' Illustrate this statement by showing that in each of the following groups, the words though similar in some senses are often very different—

- (a) *Ordinary*, usual, normal.
- (b) *Permanent*, chronic, *perennial*.
- (c) *Sure*, positive, *infallible*, *inerring*.
- (d) Shrewd, keen, prudent, smart.
- (e) Plain, *obvious*, *conspicuous*.
- (f) Famous, *notorious*, *distinguished*.
- (g) New, recent, novel, modern.

28. Give the converse of the words italicized in Ex. 27.

29. Tradition, treason; blaspheme, blame.

Such pairs of words are called *Doublets*. Find out how doublets came about. Then quote other examples.

Many further exercises on Vocabulary will be found in the questions that follow the Extracts in Part II.

## CHAPTER VI

### THE SENTENCE. PARAGRAPH. ORDER

#### A. THE SENTENCE

THE sentence is the unit in the expression of thought.

No book of rules will teach us to write good sentences, as the sentence is dependent upon the sense of balance and rhythm which constitute the basis of style. We can, however, analyse the technical aspects of the sentences, and learn to avoid the elementary errors of construction.

#### I. Short Sentences

The first essential of a sentence is that there should be no doubt as to its meaning. The short sentence is easier to handle and understand than the long one, and the beginner should learn to walk before he runs. **KEEP YOUR SENTENCES SHORT.**

#### II. Unity

The second essential of clearness in a sentence is that it should deal with one idea only. Don't ramble. Don't put all the qualifications and reservations you can think of with your main idea in one sentence. Don't break off in the middle and put in something else which has suddenly occurred to you. Don't think in brackets. The chief fault of modern English is the failure of the sentence to say what it means and mean what it says. Macaulay can write—

“At length the clouds which had gathered over his mind broke and passed away. His gout returned and freed him from a more cruel malady. His nerves were newly braced. His spirits became buoyant. He woke as from a sickly dream. It was a strange recovery. Men had been in the habit of talking of him as of one dead, and, when he first showed himself at the King's Levee, stared as if they had seen a ghost. It was more than two years and a half since he had appeared in public.”

This is not great writing, but it is clear and vivid.

### III. Slipshod Periods

A periodic sentence is one where the meaning is suspended to the end of the sentence. An attempt to write an impressive style often results in incoherence.

“Owen, hovering between his respect for his patron, and his love for the youth he had dandled on his knee in childhood, like the timorous, yet anxious ally of an invaded nation, endeavoured at every blunder I made to explain my meaning.”

English is expressed more easily in the loose sentence, i.e. where the main subject and predicate are stated near the beginning of the sentence and not widely separated by explanatory clauses.

### IV. Words that Alter Meaning by Change of Position

Words like *only*, *solely*, *never*, *naturally*, *actually*, alter the meaning of the sentence if moved. Compare—

“I only want to tell him” and “Only I want to tell him,” etc.

### V. Emphasis

The normal order of words in the sentence is that proceeding from subject to predicate. This order is sometimes disturbed in order to throw into relief some part of the sentence. The most conspicuous places in the sentence are the beginning and the end. Extreme care should be used in the deliberate dislocation of the normal order or the sentence will be jerky and distorted.

The following is a classic example—

“At last, with no small difficulty, and after much fatigue, we came through deep roads and bad weather, to our journey’s end.”

The emphatic word will often find itself at the head of the sentence—

“Grand, indeed, was the sight of so many marching men.”

Emphasis, too, is obtained by repetition—

“Alone, alone, all, all alone,  
Alone on a wide, wide sea,”

The sentence is sometimes thrown into question form for emphasis. This device is called "Rhetorical question" and should be sparingly used.

"shall Rome bow before one man?"

Emphasis can be also obtained by balancing one part against another—

"We eat to live; we do not live to eat."

## B. THE PARAGRAPH

In order that we may more easily grasp the stages of a description or narration or the chief topics in a discussion, we space our text into paragraphs.

### I. Length of Paragraphs

No definite rule can be laid down as to length. The primary appeal of the paragraph is to the eye, so that the length of the paragraph will depend to some extent on the scale to which we are writing, i.e. whether we are using a small or large sheet of paper, whether we are thinking of a written or a printed page. As with the sentence, it is better to keep the paragraph on the short side. Too short paragraphs will irritate, while those which are too long will lose in clearness.

### II. Unity

A paragraph should be grouped round one topic only, and should be capable of being summarized into one short sentence.

### III. Coherence

The sentences in the paragraph must be so grouped round the central idea as to produce an orderly flow of thought. This is often helped by the use of connectives such as "moreover," "as we have already seen," "so far," "hence," "but," "on the other hand." The real coherence will derive, however, from the thought relation.

### IV. Topic Sentence

The natural and obvious way of beginning a paragraph is to state what the paragraph is about. Thus, most begin with a *topic sentence*.

## V. Structure

The normal paragraph consists of—

- (a) Topic sentence.
- (b) Illustrative detail.
- (c) Summary or conclusion reached.

## VI. Analysis of the Paragraph

Let us take an ordinary straightforward paragraph.

“(1) No one regretted more than the Board that the profit earned for the year was not considerably larger. (2) There were many reasons that could be put forward for this, such as the General Strike and the Coal Strike. (3) Shareholders, however, might ask why it was that other similar companies, also having to contend with those unprecedented conditions, had been able to maintain their previous profit. (4) The answer was that these undertakings had complete organizations and established brands of product, and had not to build up a body of customers as this company had had to do. (5) In addition, in taking over any company, minor weaknesses, both as regards plant and personnel, were bound to be discovered. (6) Extown had proved no exception to this. (7) In regard to plant, however, these weaknesses had not been of a fundamental nature, but in the early days the power plant had proved far short of requirements for the greatly increased output. (8) He was glad to be able to say, however, that the company now possessed up-to-date power facilities fulfilling the most exacting requirements of any production manager.”

- (1) Topic sentence.
- (2) Reasons which might be suggested for (1).
- (3) Question arising from (2).
- (4) Answer to this Question.
- (5) Additional Reasons for (1).
- (6) Reasons applied to company.
- (7) Discussion of (5).
- (8) Present position with regard to (5). Also acts as a close to topic in (1).

The next paragraph begins: “The plant at Extown was going to be one of the cheapest producers in the industry,” and so links to the paragraph above.

## C. ORDER

Order is of the greatest importance, whether it be (i) the order of the words in a sentence, (ii) the order of phrases, (iii) the order of clauses.

The most general rule concerning Order has been expressed as follows—

“Things which are to be thought of together must be mentioned as closely together as possible.”

## A. Order of Words

I. *Nouns and pronouns* should be placed as near as possible to the nouns and pronouns to which they refer.

E.g. The arrival was quickly reported of the French Premier in New York. (Italicized words are out of place and should be inserted after “arrival.”)

II. Adjectives should go as near their noun as possible.

Notice the difference between the *Attributive* use and the *Predicative* use of adjectives.

(a) Adj. before Noun. He left *rich* gifts to the poor (attributive).

(b) Adj. after Noun. His father left him *rich* (predicative).

III. *Adverbs* go (a) before the adjective or the adverb they modify, e.g. *extremely* clever; *very* quickly.

(b) After *Intransitive verbs*, e.g. He spoke proudly. (Adverbs of Time, however, precede: He *often* ran *fast*.)

(c) Before *Transitive verbs*, so as not to separate the Verb from its direct object, e.g. He loudly uttered his battle-cry. Or after the *Object*: He spent his life *happily*.

(d) First in the sentence, for emphasis or in order to modify the whole sentence, e.g. *Luckily*, he got there in time. *Earnestly* he addressed them.

IV. *Avoid split infinitives*: He decided to quickly load his revolver and to bravely resist them.

V. *Prepositional phrases* too need care. Contrast—

This product is declared unfit for use *by* doctors.

This product is declared *by doctors* unfit for use.

i.e. Prepositions come immediately after the word with which they are connected.

**B. Phrases and Clauses.** The order to be used in the arrangement of phrases and clauses is rather a matter of logic and common sense than of formal grammar. The important rule already quoted above is to be kept carefully in mind. Inattention to it will often result in sheer nonsense, e.g.—

A Moxford car is to be disposed of by a gentleman going abroad with self-starter and all-weather equipment.

The cabinet was valued at ten guineas which he carefully examined.

Lost a sunshade belonging to the Principal's wife in shot silk and fancy beads.

- i. It is evident from the above examples that qualifying phrases and clauses should come as near as possible to the words to which they refer.
- ii. Sometimes it is more *effective* to put your qualifying phrases or clauses *before* the principal sentence.

E.g. *Though he had never driven a coach before*, he seized the reins of the thoroughly frightened horses.

*With eager stride and shining eyes* he dashed into the fray.

- iii. *Parenthesis.* Avoid inserting a long parenthesis in the heart of a short sentence.

E.g. The Frenchman (for such, the cloaked stranger proved to be) was behaving in the most mysterious way. (Here the parenthesis is admissible.)

The Frenchman (for such, in spite of his English appearance, perfect accent, London-made clothes and reserved manner, the stranger proved to be) entered the carriage. (Here the parenthesis is too long to be admissible.)

#### EXERCISES IN SENTENCE CONSTRUCTION

##### I. Rewrite in shorter sentences—

(a) This single stick, which you now behold ingloriously lying in that neglected corner, I once knew in a flourishing state in a forest, it being then full of leaves, full of sap, and full of boughs, but now in vain does the busy art of man pretend to vie with Nature, by tying that withered bundle of twigs to its sapless trunk, and it is now at best but the reverse

of what it was, a tree turned upside-down, the branches on the earth, the root in the air and now handled by every dirty wench, condemned to do her drudgery, and by a capricious kind of fate destined to make all things clean while remaining nasty itself, until, at length, worn out to the stumps in the service of the maids, it is either thrown out of doors or condemned to the last use of kindling a fire.

(b) The temple itself was probably thrown down by a renewal of the volcanic disturbances, the statues themselves however remaining, and the ministers and worshippers still continuing to make shift for their sacred business in the place, now doubly venerable, but with its temple unrestored, down to the second or third century of the Christian era, its frequenters being now perhaps mere chance comers, the family of the original donors having become extinct, or having deserted it.

(c) I am always well pleased with a country Sunday, and think, if keeping holy the seventh day were only a human institution, it would be the best means that could have been thought of for the polishing and civilizing of mankind, as it is certain the country people would degenerate into a kind of savages and barbarians were it not for such frequent returns of a stated time, in which the whole village meet together with their best faces, and in their cleanliest habits to converse with one another upon indifferent subjects, hear their duties explained to them, and join together in the adoration of the Supreme Being, Sunday thus clearing away the rust of the whole week, not only as it refreshes in their minds the notions of religion, but as it puts both sexes upon appearing in their most agreeable forms, and exerting all such qualities as are apt to give them a figure in the eye of the village.

## II. Correct the following breaches of Unity—

(a) England, having won the Great War without exercising her great naval superiority for the naval engagements that were fought did not bring into action the main fleets of either side, the Battle of Jutland being very indecisive, even yet the full facts not being available, we must wait for time to bring this desirable publication about, England was not yet ready to acknowledge the supreme importance of submarines and aircraft.

(b) Determined to seek their fortune the two lads left the village where they had been born and where was situated the village school, the master of which, Mr. Henry, being a man of great talent compelled to live in this obscure place and use his great gifts in the education of the village for a mere pittance, for education in those days was not valued as it is now, and so the lads had received an education much superior to that usually received by village youths.

(c) I have . . . and for this gift I congratulate myself with a deep and abiding thankfulness . . . an eye for a snob, and if the truthful is the beautiful . . . as, indeed, we are assured by the great critics that it is . . . it is beautiful to study even the snobbish . . . out of evil cometh good . . . to track snobs through history as dogs in Hampshire hunt for truffles . . . you can often see them with their noses to the ground.

(d) Thackeray, who had never depended much on his plot in the shorter tales which he had hitherto told, determined to adopt the same form in his first great work, but with these changes—That as the central

character with Dickens had always been beautiful with unnatural virtue,—for who was ever so unselfish as Pickwick, so manly and modest as Nicholas, or so good a boy as Oliver?—so should his centre of interest be in every respect abnormally bad.

#### EXERCISES IN PARAGRAPH CONSTRUCTION

will be found in the exercises that accompany the Extracts in Part II.

#### EXERCISES ON ORDER

Criticize and where necessary improve the order of the following sentences. You may sometimes have to recast the whole passage—

1. The discovery is announced of the aeroplane of the French flying-man who attempted to fly the Atlantic on the shores of Newfoundland.
2. To rigidly enforce these antiquated laws nowadays which are the mockery of all sensible people, would be a mistake that no Government would make worthy of the name.
3. On his father's death, at the age of twenty Alexander succeeded to the throne, already renowned for bravery and skill.
4. Attacking a mansion and farmhouse with heavy guns which were located in the British line, Napoleon began the battle of Waterloo which was situated 12 miles from Brussels on June 18, 1815.
5. In his old age Charlemagne loved to swim in the springs of Aix-la-Chappelle with his guards, which are still used for the cure of diseases.
6. He drilled the whole nation into dutifulness and obedience which he taught to despise arts, learning and good manners, as useless ornament, like a martinet.
7. A tumult arose among the artisans of the city that gave him an opportunity of attacking his opponents, long wished for and patiently awaited.
8. They exceeded him in wild promises to their friends and retainers that could never be fulfilled, in order to defeat his plans.
9. The idea that I should help you, who have never done a day's work in your life, who have ever been a drag on my resources, a bane and a curse to all about you, who have exhausted my purse and my patience, is absurd.
10. He was seized by a policeman leaving the house with a suspicious-looking parcel, by the collar.
11. The dream encouraged Pyrrhus to believe that he would capture Sparta, which he had had on the eve of the battle, helped by his overweening ambition.
12. Suddenly he was thrown from his horse to the ground, which was struck by a javelin pale and terror-stricken.
13. They said that the state on the eve of a revolution, unprovided with any resources, was chary of beginning a new war, divided against itself.

14. Many of the people normally opposed to the Government who have not studied the case carefully are now asking why the responsibility should not be placed for events in China on England?

15. A halt having been called to distribute rations which lasted half an hour, the troops marched off in column of route according to order considerably refreshed.

16. I have the honour to inform you that I have now reached the age of twenty-one according to your instructions and beg to offer my services to your company in the near future needing a situation.

17. I never remember to have been amused at a play so much before nor a house so appreciative of its entertainers, unable to restrain enthusiasm when the curtain fell on them for the last time before the next opera season revives musical activities, anywhere in an English-speaking country.

18. The stories of Alfred burning the cakes which are found in elementary history books are not authentic, they having been passed on by tradition from age to age and accepted by uncritical readers amusing as such always are to 'childish minds.'

## CHAPTER VII

### SUMMARIZING (PRÉCIS)

PERHAPS the most valuable thing the student can get from a general course of training in English is the ability to work rapidly through a mass of written or printed matter, sift out the grain from the chaff, and express the ideas which constitute this grain in a manner which reveals at a glance the connection and proportionate value of these ideas.

The first thing to remember is that précis writing should be précis reading. To make a précis it is not sufficient to cut out a sentence here and there and so present a shortened hash of the original. Get away from making a précis with the forefinger of the left hand. Remember that you are after ideas, and that you will not express these ideas when you have grasped them in the same type of sentence as the original nor with the same vocabulary. The fact that you are writing to a different scale from the original, and that you are entirely a different person, will necessarily mean the scrapping of the language and construction of the original. Write the ideas as though you were the original discoverer of them.

#### Point of View

Every passage expresses a point of view about something. The first thing to do is to get this point of view. This point of view can be expressed in a sentence which gives the pith of the whole. It is usually easy to find the subject of this sentence, the trouble lies in finding the predicate. It is easy to say that the passage is about "stocks and shares" or "locomotives," the question is what point of view is expressed about these. Get, then, the point of view expressed in a sentence.

#### Read and Think

Having got the point of view of the whole passage, an examination can now be made to see what are the relationships of the various parts to the whole. It will, perhaps, be

necessary at first for the student to make written notes of the salient points, but he should begin as soon as possible to do without them. On no account should either notes or original be in front of the student when he comes to the actual writing of the précis. Notes made from the original are bound to be in the form of the original, and it is beyond the strength of human nature not to copy much of them as they stand, and this will be fatal to good précis. Until the student is ready to write without notes or text he has not studied the passage sufficiently.

## Writing

As the focus of a précis may vary considerably, some indication of the reduction required is often given, such as one-fifth or one-sixth of the original. The student should endeavour to approximate to this length. He should make himself acquainted with the number of words of his handwriting he normally uses to fill a page of foolscap or exercise book. It will add materially to the clarity of the précis if it is put into short paragraphs.

A précis must be intelligible to a person who has not read the original passage. It is a piece of composition, and all the characteristics of good clear English must be found in it.

Questions and answers and dialogue must be woven into consecutive narrative.

Write in indirect speech in the third person and in the past tense.

## EXAMPLE

The splitting of the old Colonial Office into two ministries, one concerned with Dominion affairs and the other with the colonies and dependencies, did not merely complete the formal emancipation of the Dominions. It was, or it ought to be, an acknowledgment of the claims of the Colonial Empire no less. The idea of a union of co-equal and self-governing communities was already firmly implanted in the English mind. What it still lacks is any adequate conception of the territories classed as "colonial." The British electorate is directly responsible for their government and prosperity. British labour and commerce are directly and indirectly interested in their progress. The fortunes of this industrial island in the coming years are more dependent on that progress than is yet understood. The Colonial Empire has an area of two million square miles, a population of fifty millions. Though we have, in Lord Milner's measured words, "neglected and starved" them, the trade between the United Kingdom and this great section of

the Empire has trebled in the past twenty years. If the whole force of finance and science at our command could be organized to bear upon that connection, the trading figures could be trebled again. The modern colonial system has stood the political test. Britain has to justify it henceforth by the economic test. Her own interests require it; the world, with its growing interest in markets and raw materials, expects it; and the advancement of the peoples under her rule is a mere aspiration without it.

The end is clear and so are the means. The basis of life in the Colonial Empire is agriculture. As in India, agricultural progress will be the foundation of all progress. But agriculture has to overcome its natural foes in the tropics. The sparsity of population speaks of the insecurity of life, as long as men, beasts, and plants remain at the mercy of their environment. Science, and science only, by prevention and adaptation, can assure the safety and vigour of all three. Great work has been done in tropical medicine. Some work has been done in other directions. But the field that lies before research is endless. No single colony is rich enough to attract scientists of a quality and in number adequate to its needs. A co-operative, inter-colonial system promises the young scientist wide opportunities, together with full reward and recognition for his work. It means a settled and worthy career. Already the Colonial Office offers substantial scholarships to those who are ready to take up agricultural research work in the colonies. One link between the schools at home and the proposed system is thus provided already.

1. Subject of extract is "The economic development of those colonies for the government of which Great Britain is still responsible."

2. The predicate is "depends upon the furtherance of scientific research applied to agriculture."

3. Suggested title "Science and Salvation."

#### NOTES

Lack of knowledge of colonies other than the self-governing Dominions.

Great areas and populations still directly dependent.

Trade trebled and could be trebled again.

Basis of Colonial Empire: Agriculture.

Science only can save men beasts and plants in Tropics.

Research must be done by co-operative effort.

#### SCIENCE AND COLONIAL SALVATION

While recognizing the importance of the great self-governing Dominions the people of Great Britain must not forget the vast areas and populations which still remain directly under their control. The needs and resources of these latter are not, unfortunately, so clearly realized as they should be, for the fortunes of the mother country will be increasingly bound up in the future with their development. Trade already trebled within the last twenty years might easily be trebled again.

These colonies are largely Tropical and agricultural in character and only by science can their prosperity be assured. Owing to the vastness of the field, and the poverty of the colonies it will be necessary for them to co-operate in the work if the services of the right type of scientific worker are to be secured.

Examples for *Précis* writing will be found in the *Exercises to the Extracts in Part II.*

## CHAPTER VIII

### PARAPHRASE

PARAPHRASE may be defined as the reproduction in your own words of a set piece of prose or verse. It is not so much an exercise in composition as a test of the student's full comprehension of the passage in question. Précis writing is a test of one's understanding of a passage of prose or of a series of letters but a précis has to be far shorter than the original. A paraphrase, however, is roughly of the same length as the original and must explain clearly in the student's own words what the original means whilst "bringing out the full force of all the clauses." (Mais.)

- i. If the original is very wordy, the paraphrase naturally would be shorter, all superfluous details being cut away.
- ii. If the original is compact in style, the thought obscure or expressed in concentrated language, the paraphrase may have to be considerably longer so as to bring out clearly the meaning.
- iii. Archaic or old-fashioned words should be replaced by modern ones or explained.
- iv. A passage of poetry should be treated in such a way as to retain some of the charm of the original whilst expressing the essential idea. Avoid language that is too commonplace or vulgar.
- v. Do not change words or phrases that are already as simple and clear as they can be; concentrate on what is complicated or obscure.
- vi. Keep faithful to the ideas of the original. Your own ideas or feelings are not required in this type of exercise.
- vii. Read the original through several times and make sure of the meaning before you write a single sentence. Look up in a good dictionary any words of which you are not sure and seek out any allusion. When

you have grasped the meaning clearly you are well on the way to expressing it clearly.

viii. Write English, worthy of the original if possible; but in any case clear, correct and well expressed.

### EXERCISES

(As exercises in Paraphrase we give here only verse passages. Prose passages suitable for paraphrase will be found among the extracts and exercises in Part II.)

Paraphrase the following passages—

1.

#### THE SEVEN AGES

All the world's a stage,  
And all the men and women merely players:  
They have their exits, and their entrances;  
And one man in his time plays many parts,  
His acts being seven ages. At first, the infant,  
Mewling and puking in the nurse's arms;  
And then, the whining school-boy, with his satchel,  
And shining morning face, creeping like snail  
Unwillingly to school: And then, the lover,  
Sighing like furnace, with a woeful ballad  
Made to his mistress' eye-brow: Then, a soldier,  
Full of strange oaths, and bearded like the pard,  
Jealous in honour, sudden and quick in quarrel,  
Seeking the bubble reputation  
Even in the cannon's mouth: And then, the justice,  
In fair round belly, with good capon lined,  
With eyes severe, and beard of formal cut,  
Full of wise saws and modern instances,  
And so he plays his part: The sixth age shifts  
Into the lean and slipper'd pantaloon;  
With spectacles on nose, and pouch on side;  
His youthful hose well saved, a world too wide  
For his shrunk shank: and his big manly voice,  
Turning again toward childish treble, pipes  
And whistles in his sound: Last scene of all,  
That ends this strange eventful history,  
In second childishness, and mere oblivion;  
Sans teeth, sans eyes, sans taste, sans every thing.

*Shakespeare.*

2.

*Brutus.* No, not an oath; if not the face of men,  
The sufferance of our souls, the time's abuse,—  
If these be motives weak, break off betimes,  
And every man hence to his idle bed;  
So let high-sighted tyranny range on,  
Till each man drop by lottery. But if these,  
As I am sure they do, bear fire enough  
To kindle cowards, and to steel with valour

The melting spirits of women, then, countrymen,  
 What need we any spur but our own cause  
 To prick us to redress ? What other bond  
 Than secret Romans that have spoke the word  
 And will not palter ? And what other oath  
 Than honesty to honesty engaged  
 That this shall be, or we will fall for it ?

*Shakespeare.*

3.

THE LESSONS OF NATURE

Of this fair volume which we World do name  
 If we the sheets and leaves could turn with care,  
 Of Him who it corrects, and did it frame,  
 We clear might read the art and wisdom rare :

Find out His power which wildest powers doth tame.  
 His providence extending everywhere,  
 His justice which proud rebels doth not spare,  
 In every page, no period of the same.

But silly we, like foolish children, rest  
 Well pleased with colour'd vellum, leaves of gold,  
 Fair dangling ribbands, leaving what is best,  
 On the great Writer's sense ne'er taking hold ;

Or if by chance we stay our minds on aught,  
 It is some picture on the margin wrought.

*William Drummond.*

4.

THE HONEST MAN

Who is the honest man ?  
 He that doth still and strongly good pursue,  
 To God, his neighbour, and himself most true.  
 Whom neither force nor fawning can  
 Unfix or wrench from giving all their due.

Whose honesty is not  
 So loose or easy that a ruffling wind  
 Can blow away, or, glittering, look it blind :  
 Who rides his sure and easy trot  
 While the world now rides by, now lags behind.

Who, when great trials come,  
 Nor seeks nor shuns them ; but doth calmly stay  
 Till he the thing and the example weigh,  
 All being brought into a sum,  
 What place or person calls for, he doth pay.

Whom none can work or woo,  
 To use in anything a trick or sleight,  
 For above all things he abhors deceit !  
 His words and works, and fashion too,  
 All of a piece, and all are clear and straight.

Who never melts or thaws  
 At close temptations; when the day is done,  
 His goodness sets not, but in dark can run;  
 The sun to others writeth laws,  
 And is their virtue; virtue is his sun.

Whom nothing can procure,  
 When the world runs bias, from his will  
 To writhe his limbs, and share, not mend the ill.  
 This is the marksman safe and sure  
 Who still is right, and prays to be so still.      *Herbert.*

5. ON HIS BEING ARRIVED TO THE AGE OF TWENTY THREE

How soon hath Time, the subtle thief of youth,  
 Stolen on his wing my three-and-twentieth year!  
 My hastening days fly on with full career,  
 But my late spring no bud or blossom sheweth.  
 Perhaps my semblance might deceive the truth,  
 That I to manhood am arrived so near,  
 And inward ripeness doth much less appear,  
 That some more timely-happy spirits indueth.  
 Yet be it less or more, or soon or slow,  
 It shall be still in strictest measure even  
 To that same lot, however mean or high,  
 Toward which Time leads me, and the will of Heaven.  
 All is, if I have grace to use it so,  
 As ever in my great Task-master's eye.      *John Milton.*

6.

WISDOM

Happy is the man that findeth Wisdom,  
 And the man that getteth understanding:  
 For the merchandise of it is better than the merchandise of  
 silver,  
 And the gain thereof than fine gold.  
 She is more precious than rubies:  
 And all things thou canst desire  
 Are not to be compared unto her.  
 Length of days is in her right hand:  
 And in her left hand riches and honour.  
 Her ways are ways of pleasantness,  
 And all her paths are peace.      *Proverbs iii. 13-17.*

7.

ODE ON SOLITUDE

Happy the man, whose wish and care  
 A few paternal acres bound,  
 Content to breathe his native air,  
 In his own ground.

Whose herds with milk, whose fields with bread,  
 Whose flocks supply him with attire,  
 Whose trees in summer yield him shade,  
 In winter fire.

Blest, who can unconcernedly find  
 Hours, days, and years slide soft away,  
 In health of body, peace of mind,  
 Quiet by day.

Sound sleep by night; study and ease,  
 Together mix'd, sweet recreation;  
 And innocence, which most does please  
 With meditation.

Thus let me live, unseen, unknown,  
 Thus unlamented let me die,  
 Steal from the world, and not a stone  
 Tell where I lie.

*Alexander Pope.*

8. Knowledge is proud that he has learn'd so much;  
 Wisdom is humble that he knows no more.  
 Books are not seldom talismans and spells,  
 By which the magic art of shrewder wits  
 Holds an unthinking multitude enthralld.  
 Some to the fascination of a name  
 Surrender judgment, hoodwink'd. Some the style  
 Infatuates, and through labyrinths and wilds  
 Of error, leads them by a tune entranced.  
 While sloth seduces more, too weak to bear  
 The insupportable fatigue of thought,  
 And swallowing, therefore, without pause or choice,  
 The total grist unsifted, husks and all.  
 But trees and rivulets, whose rapid course  
 Defies the check of winter, haunts of deer,  
 And sheepwalks populous with bleating lambs,  
 And lanes in which the primrose ere her time  
 Peeps through the moss that clothes the hawthorn root,  
 Deceives no student. Wisdom there, and truth,  
 Not shy as in the world, and to be won  
 By slow solicitation, seize at once  
 The roving thought, and fix it on themselves.

*W. Cowper.*

9. Thus while around the wave-subjected soil  
 Impels the native to repeated toil,  
 Industrious habits in each bosom reign,  
 And industry begets a love of gain.  
 Hence all the good from opulence that springs,  
 With all those ills superfluous treasure brings,  
 Are here display'd. Their much-lov'd wealth imparts  
 Convenience, plenty, elegance, and arts:  
 But view them closer, craft and fraud appear;  
 E'en liberty itself is barter'd here.  
 At gold's superior charms all freedom flies;  
 The needy sell it, and the rich man buys;

A land of tyrants, and a den of slaves,  
Here wretches seek dishonourable graves,  
But calmly bent, to servitude conform,  
Dull as their lakes that slumber in the storm.

*Oliver Goldsmith.*

10. ON THE EXTINCTION OF THE VENETIAN REPUBLIC

Once did she hold the gorgeous East in fee  
And was the safeguard of the West; the worth  
Of Venice did not fall below her birth,  
Venice the eldest child of Liberty.

She was a maiden city, bright and free;  
No guile seduced, no force could violate;  
And when she took unto herself a mate,  
She must espouse the everlasting sea.

And what if she had seen those glories fade,  
Those titles vanish, and that strength decay,—  
Yet shall some tribute of regret be paid

When her long life hath reach'd its final day:  
Men are we, and must grieve when even the shade  
Of that which once was great is passed away.

*W. Wordsworth.*

11.

MONT BLANC

Far, far above, piercing the infinite sky  
Mont Blanc appears—still, snowy, and serene—  
Its subject mountains their unearthly forms  
Pile around it, ice and rock; broad vales between  
Of frozen floods, unfathomable deeps,  
Blue as the overhanging heaven, that spread  
And wind among the accumulated steeps;  
A desert peopled by the storms alone,  
Save where the eagle brings some hunter's bone,  
And the wolf tracks her there—how hideously  
Its shapes are heaped around! rude, bare, and high,  
Ghastly, and scarred, and riven.—Is this the scene  
Where the old Earthquake-daemon taught her young  
Ruin? Were these their toys? or did a sea  
Of fire envelope once this silent snow?  
None can reply—all seems eternal now.

*P. B. Shelley.*

12. ON FIRST LOOKING INTO CHAPMAN'S HOMER

Much have I travell'd in the realms of gold,  
And many goodly states and kingdoms seen;  
Round many western islands have I been  
Which bards in fealty to Apollo hold.  
Oft of one wide expanse had I been told  
That deep-brow'd Homer rul'd as his demesne;  
Yet did I never breathe its pure serene

Till I heard Chapman speak out loud and bold.  
 Then felt I like some watcher of the skies  
     When a new planet swims into his ken;  
 Or like stout Cortez when with eagle eyes  
     He star'd at the Pacific—and all his men  
 Look'd at each other with a mild surmise—  
     Silent, upon a peak in Darien.

Keats.

13. Dear is the memory of our wedded lives,  
 And dear the last embraces of our wives  
 And their warm tears: but all hath suffer'd change:  
 For surely now our household hearths are cold:  
 Our sons inherit us: our looks are strange:  
 And we should come like ghosts to trouble joy  
 Or else the island princes over-bold  
 Have eat our substance, and the minstrel sings  
 Before them of the ten years' war in Troy,  
 And our great deeds, as half-forgotten things.  
 Is there confusion in the little isle?  
 Let what is broken so remain.  
 The Gods are hard to reconcile:  
 'Tis hard to settle order once again.  
 There is confusion worse than death,  
 Trouble on trouble, pain on pain,  
 Long labour unto agèd breath,  
 Sore task to hearts worn out with many wars  
 And eyes grown dim with gazing on the pilot-stars.

Tennyson.

14. It little profits that an idle king,  
 By this still hearth, among these barren crags,  
 Matched with an aged wife, I mete and dole  
 Unequal laws unto a savage race.  
 That hoard and sleep and feed and know not me.  
 I cannot rest from travel: I will drink  
 Life to the lees: all times I have enjoyed  
 Greatly, have suffered greatly, both with those  
 That loved me, and alone; on shore, and when  
 Through scudding drifts the rainy Hyades  
 Vexed the dim sea. I am become a name;  
 For always roaming with a hungry heart  
 Much have I seen and known; cities of men  
 And manners, climates, councils, governments,  
 Myself not least, but honoured of them all;  
 And drunk delight of battle with my peers  
 Far on the ringing plains of windy Troy.  
 I am a part of all that I have met;  
 Yet all experience is an arch where through  
 Gleams that untravelled world, whose margin fades  
 For ever and for ever when I move.

TENNYSON, *Ulysses*.

## CHAPTER IX

### THE ESSAY

IT is impossible to reduce essay writing to rules and thus all that can be done here is to give the student a certain amount of advice.

#### Brighter Essays

We all ought to be grateful for the privilege of being allowed to write essays, for we are given a theme and asked to express our own personal opinions without fear of argument or contradiction. We must remember that we are a unique personality. No one has had exactly the same experiences as we have had, and no one looks at things in exactly the same way. In the essay we are allowed to project this unique personality for the interest of others. The only reservation is that we shall not be dull. Dullness in an essay is the greatest of the deadly sins. We can interest other people in our way of looking at things, so let us express, not what we think we ought to think about things, but what we *do* think. An essay should express our own particular point of view; this is being original. The value of this point of view may be worth less to others than to ourselves, but there it is for what it is worth. Of course, the more knowledge we have of the subject, the more value our essay will possess; thus we should endeavour, if possible, to acquire knowledge. We can all say something about the ordinary topics of life that will be of interest, and it is to these that the essay work of the beginner will be mostly confined.

Write then of things as they strike you, and you are almost sure to say something new and of interest to the reader.

If we have a gift for essay writing, or a real desire to excel, then we shall do, of our own accord, all those splendid things that we are told to do. We shall read widely and store our minds with good, we shall train ourselves to observe, we shall

note down fine phrases, we shall sedulously imitate the great masters until we can soar with our own wings. If we do not aspire we should remember that the power to express ourselves well has the greatest possible commercial value, and very considerable social value too.

### **Mining for Gold**

If the theme on which we are to write is chosen for us by someone else, after the feeling of resentment has passed at being presented with such a difficult task, we may feel a certain helplessness as to how to strike the rich lode that is within us. We cannot even bite our pens in these days. The thing to do is to set the machinery in motion. Take a sheet of paper and write down anything that is suggested by the topic. Write down something and that is sure to set in motion all kinds of diverse associated ideas. We shall find that these ideas begin to group themselves and we shall soon see the essay shaping. We shall write then our "notes" as we may call them.

It is a good thing when we have got our groups of ideas to think of some striking way of labelling each group, for these labels will often suggest the tone of the treatment. The newspapers do this by headlines, and if we can get four or five good "headlines" we shall be more likely to put the matter of our essay in a less dull and conventional way. Suppose, for instance, that we are dealing with the dangers to pedestrians in an essay upon "London Traffic." Let us head this section happily if we can. "My island home" will suggest one treatment, "The Red Sea Miracle in Piccadilly" another, or we may quote "What, will the line stretch out to the crack of doom?" If we can head our groups of ideas in this way we shall soon find ourselves moving towards the brighter essay, sparkling with newly minted ore.

### **Stand and Deliver**

A writer cannot, unfortunately, compel the public at pistol-point to read his work. There is no way but gentleness, for the field is rough. A great deal depends, then, on how the essay is begun, especially in this modern age when there is far too much to read. You must entice the reader then by some dainty morsel and he will feed out of your hand.

This is not so difficult when you remember that you can begin an essay on any subject by talking about anything, however remote it may seem from the matter in hand. One or two shifts will bring you to the matter and the reader will be reading. Thus we have all the freedom we want to make our beginning enticing. We can do it by referring to some topic of burning interest at the moment. We can make a striking statement which we contradict in the next sentence. We can go from hats to metallurgy or from mice unto mountains. The world is before us where to choose.

And the end. We do not wish the reader to fade far away, dissolve and quite forget. He must have our point to take away with him, and feel, too, that he had been entertained. Study how the great essayist rounds off his work. The Pepysian "and so to bed" remains with us more than anything else of his Diary. Don't just "leave off."

### Advice

Write legibly and neatly, for this has a far greater effect on the impression the essay gives than is usually recognized.

Paragraph your work, and keep paragraphs fairly short. Long paragraphs look very uninviting and indigestible.

Don't abbreviate or use figures except for dates or for statistical work.

Be very careful if you are trying to be humorous, for this is the most difficult kind of writing that you can tackle. Nothing gives you away sooner than the things you deem laughable; nothing grieves more than misguided humour, or falls flatter than fun which misses its mark.

Be careful with Tenses; take your standpoint in the past, present or future, and only change this standpoint in very special circumstances, and after much practice in the art of writing.

Don't forget the importance of careful punctuation, especially quotation marks and the humble comma.

Learn how to use a dictionary properly, and always keep it within reach.

Above all, "To thine own self be true," for only by this will your essay be worth reading; and dishonesty is so transparent in an essay.

## SUBJECTS FOR ESSAY

## A. EASIER SUBJECTS

1. Value of outdoor games.
2. Town life *versus* country life.
3. An account of some good novel you have read.
4. Newspapers.
5. An ocean voyage.
6. The English climate.
7. Your ideal house.
8. Hobbies.
9. Wireless.
10. English railways.
11. Some common superstitions.
12. Your choice of a career.
13. Description of the district in which you live.
14. A visit to a factory or works.
15. Describe a favourite picture.
16. Fashions.
17. Motor cars.
18. Flying.
19. The advantages of travel.
20. Description of a striking incident.
21. A holiday abroad.
22. The Civil Service.
23. War in the future.
24. Shakespeare.
25. Diary of an eventful day.
26. The advantages and disadvantages of living in a large town.
27. Intelligence in animals.
28. Write some picturesque advertisements to attract visitors to your country or town.
29. What do you consider the most important invention of modern times?
30. What constitutes a gentleman or a lady?
31. The Channel Tunnel.
32. An autobiography—use fictitious names and dates.
33. A view from a hill-top, or London from a 'bus top.
34. Compare England as it was 100 years ago with the England of to-day.
35. Reading.
36. Our coal supply.
37. Exploration.
38. The young man (or the young woman) of to-day.
39. The Englishman at home and the Englishman abroad.
40. How you would spend £100.
41. Popular amusements.

## B. HARDER SUBJECTS

1. Your ideal form of Government.
2. How you would organize your office or business.
3. Influence of climate on national character.

4. Duties of citizenship.
5. Value of the imagination.
6. Industrial wealth of England.
7. Taxation.
8. Recent scientific invention.
9. Is war a necessary evil?
10. The use of leisure.
11. A criticism of a play you have seen.
12. Compulsory military service.
13. The place of science in education.
14. The traffic problem.
15. Is England declining?
16. The power of the Press.
17. Causes and cure of unemployment.
18. State interference in our daily life.
19. The qualities of a leader.
20. Adult education.
21. The League of Nations and its work.
22. The United States.
23. The value of the theatre.
24. English national characteristics.
25. Great crises in world history.
26. Our imports and exports.
27. Local Government.
28. How to promote the welfare of the Empire.
29. Advertising.
30. Uses of the cinematograph.
31. The great ocean routes.
32. The Industrial Revolution of the eighteenth century.
33. Trade unions.
34. The effects of Britain's geographical position.
35. Society.
36. Women in business.
37. How industry is organized to-day.
38. The ideal business man.
39. The Rotary Movement.
40. An ideal system of national education.
41. The human factor in business.
42. The parliamentary system—its qualities and defects.
43. Genius.
44. Some urgent social reforms.
45. Personality.

[Further suggestions of subjects for Essay writing are given in the Exercises in Part II. Letter-writing exercises will be found at the end of Chapter X and after the specimen letters.]

## CHAPTER X

### LETTER WRITING

LETTER writing of all kinds is a highly important art whether employed for business purposes or for friendly communication, and students are recommended to give it a large share of their attention.

1. Certain conventions in letter writing have to be mastered first—

(a) The address from which you are writing should go into the right-hand corner and be properly punctuated.

(b) Beneath the address give the date.

(c) The opening phrase should indicate the addressee by some conventional term: Sir, Dear Sir, Dear Madam, Gentlemen, etc.

(d) Then, beginning on a fresh line, should come the body of the letter. This should be suitably paragraphed.

(e) The letter must be terminated by some conventional phrase: Yours truly, Yours faithfully, or in some cases a more elaborate termination is wanted, e.g.—

I have the honour to be, Sir,

Your obedient Servant,

JOHN SMITH.

(f) In business communications it is common to give the name and the address of the person written to on the left, immediately preceding the opening phrase. This should be correctly punctuated.

(g) Address the envelope carefully, neatly and, above all, accurately.

#### 2. Types of Letters

Letters fall into three main classes: (a) Business letters. (b) Other formal letters. (c) Familiar letters. Each type requires different treatment.

(a) *Business letters* should be terse, and clearly expressed.

The subject-matter is, of course, determined by the business in hand; all the writer has to do is to ensure, by careful writing and correct grammar, that his letter will be fully understood. It is usual to begin with a reference to the letter which is being answered. If necessary, especially if several matters are being dealt with, the letter should be divided into paragraphs.

The student who wishes to write good English for business purposes should avoid the use of the jargon sometimes called "commercial English." There is no such language as commercial English. An examination of the methods and business correspondence of most of the great commercial enterprises of England and America shows that they rely more and more upon a simple direct manner of writing, which reads smoothly and pleasantly. This is achieved by the right choice of words and not by conventional phraseology that lacks both sincerity and appeal. Among many firms, however, the use of words and abbreviations such as *inst.* (this month), *ult.* (last month), *prox.* (next month), of phrases such as *obliged for your esteemed favour, even date, as per* (in accordance with), *herewith we beg to* are still constantly employed, to the annoyance of the educated reader and at the expense of clearness and ease of diction. Other words which, although perfectly correct in themselves, often lead to confusion and delay, are words like "yesterday," "to-morrow," "last week"; generally speaking, such words should not be used in business correspondence except in association with a day or date, e.g. "to-morrow, Friday," or "last Thursday, 15th June."

The most ill-treated word, however, in contemporary business letters is *same*, e.g. *We are obliged for your esteemed favour of 16th ult., and same shall receive attention*, would read much better—apart from grammatical correctness—"We wish to thank you for your order (or letter) dated 16th June, and to assure you that it shall receive attention." The word *same* should only be used adjectively as "the *same* order," "on the *same* day." It should never be used in substitution for "it" or "which" or for the subject of the correspondence.

Another blemish which occurs in business letters is due to the mistaken idea that the word *copy* should never have the indefinite article "a" or the definite article "the." E.g.

do not say, *Enclosed please find copy of report*, say, "a copy of the report."

In large concerns, particularly those which employ a publicity staff, the art of letter writing is regarded as an invaluable asset to the selling departments. The student will be well advised, therefore, to make a habit of avoiding, in all correspondence, the use of conventional words and phrases which are nearly always bad English and often bad business.

Nothing in the above remarks precludes the use of *technical terms* incidental to the business in hand. Words and phrases like: Bill of lading, rate of exchange, current account, promissory note, memorandum of association, cannot be easily dispensed with; the student, however, has to take care that he understands fully and uses accurately whatever terms his business may require.

Another danger of the young beginner is "fine writing," verbosity or pomposity. Straightforward natural English free from "jargon," ugly abbreviations or high-flown language will be appreciated by all who have to deal with your letters.

(b) *Other Formal Letters.* These include applications for situations, letters of an official nature, letters to people with whom we are not intimate, letters of congratulation or condolence, and so on. This type of letter is one of the most difficult to write. One must avoid the business tone of the commercial letter and yet one must be restrained in expression and not too personal. Taste plays a great part in such compositions and the lack of it may often do as much harm as downright ignorance, bad grammar or careless punctuation. Good sense, a courteously worded style, a clear, straightforward statement of one's qualifications, sentiments or ideas will produce the best results.

In letters applying for posts especially, tact, good taste and care must be shown. Originality is often necessary in order to secure that one's application should receive attention, but it should not be of an offensive or vulgar sort. A letter of this kind should be business-like and state clearly one's qualifications, training and experience, but it should not be so formal as to obscure completely the personality of the writer.

Formal replies to invitations are usually written in the third person, as are the invitations themselves.

## HOW TO SET OUT AN APPLICATION FOR A POST

Your application should consist of two parts—

1. A brief letter of application, and
2. A tabulated portion, setting out your qualifications, etc.

A. Your letter of application should be in some such form as the following:—

MESSRS. A. B. & CO., LTD.

DEAR SIRS,

I beg to make application for the post of .....  
.....as advertised in .....

I attach details of my education and qualifications, and copies of ..... testimonials.

I am,

Yours faithfully,

B. The tabulated list should be arranged as follows—

Heading. Application of ..... for the

post of .....

NAME

ADDRESS

Married or Single.

Age.

Education. (Schools.)

Educational Qualifications. (Details of Certificates, etc.)

Commercial Experience. (Details with Dates.)

Other Experience (if any).

References. (Giving names, addresses, and descriptions of those signing the testimonials, copies of which you are enclosing.

N.B. Only attach copies.)

Spend time and care in the composition of your application. It is all your prospective employers can judge you by. Never send out an application carelessly written or slovenly worded.

Your form of application in itself should be a strong recommendation for the post.

(c) *Familiar letters.* Outside business hours, familiar letters to friends and relatives are the commonest letters you will have to write. Although considerably freer in style than the types previously considered, the friendly letter is no less difficult, and when it has been successfully achieved often has the value of literature. The student may read with

pleasure and profit the letters of Charles Lamb, Dorothy Osborne, William Cowper, Robert Louis Stevenson or Donald Hankey.

Personality and charm rather than formal accuracy are the characteristics of the friendly letter which should partake of the nature of familiar speech; this does not mean that slipshod and careless construction is more permissible here than elsewhere or that frequent slang is justifiable. It is essential too that the writer should have something to say and should succeed in getting it said, in as neat and interesting a way as possible. Naturalness and simplicity are some of the best qualities of the familiar letter, which is truly an exercise in self-expression, for in it we are trying to overcome the obstacles of distance and put our friends in touch with our thoughts, feelings and activities.

Study carefully the examples of letters given after this chapter. Ask yourself why these are successful letters of their kind and imitate them.

### EXERCISES

[In addition to these exercises, further exercises on letter writing will be found after the specimen letters.]

#### A. BUSINESS LETTERS

1. Plan out and then write the following series of letters—

(a) A letter to a firm of boot manufacturers in Northampton ordering for your shop, boots, shoes, of varying sizes, colours and leathers for men, women, children, and for use on various occasions (walking, dancing, etc.). Give the exact numbers required, prices, qualities and add any other particulars you think fit.

(b) Letter from the manufacturers acknowledging the above order and stating when they can deliver the goods, regretting their inability to carry out part of the order (give precise details).

(c) Letter to the manufacturers acknowledging consignment of boots, etc., but pointing out certain errors (wrong numbers sent, wrong sizes, wrong qualities, damage, etc.).

2. Write to a hotel in the Lake district booking accommodation for a party of students; give the exact dates, requirements as regards meals and rooms, number in the party and any essential information.

3. (a) Write a letter of inquiry to a shipping firm asking them for particulars of their vessels trading to South America. State what goods you were wanting to send, when you were sending and the quantities. Inquire their freight charges.

(b) A reply to the above letter.

4. (a) Write to a house-agent explaining that you want him to sell

your house for you. Describe its situation, size, garden, condition. State your price.

(b) Draw up an advertisement for the sale of this property as circulated by the agent.

5. A letter from a firm of motor-car manufacturers describing their different types of cars, prices; offer of trial run; easy terms; service. (Write as attractively as possible.)

6. You are the advertisement manager of a periodical about to be published. Write a circular letter to some big firms pointing out the value of your journal as an advertising medium. Give full details.

7. (a) As secretary of a sports club, write to a firm of sports outfitters for details of their products (for cricket, tennis, etc.) prices; special terms.

(b) Reply from the firm.

8. You are organizing the annual outing of a social club. Write letters (a) to a caterer asking him to quote prices for tea, lunch; give details of the size of your party; dates; other requirements; (b) to a charabanc company, asking the terms for carrying your party to the place desired; give all details. (c) Write to your members stating what arrangements you have made; give date, time, place, cost, etc.

### B. FORMAL LETTERS

1. (a) Write to the manager of a big bank asking him how vacancies are filled on his staff, as you wish to become a candidate.

(b) The manager's reply.

(c) Your letter of application (full details of qualifications, education, examinations passed, references, etc.).

(d) An invitation from the manager asking you to call for examination and interview.

2. (a) Write a circular letter to the Old Boys of your school asking them to come to a general meeting to discuss the erection of a memorial in honour of the late head master.

(b) Write another circular detailing all that was decided at the meeting and asking for subscriptions to the cause.

3. (a) Write to the Commissioner of one of our colonies asking what opportunities are offered in that colony for young men (or women) entering business life. Give precise details of your age, education, training, type of work desired.

(b) A reply to the above letter.

4. (a) Invite a well-known writer to come and lecture to your debating society. Explain clearly the kind of people your members are, what kinds of subjects interest them, offer dates, terms, etc.

(b) A letter accepting or refusing the above invitation.

5. Write a reference for a clerk leaving your employment.

### C. FAMILIAR LETTERS

1. You are on a cycling tour. Write to your brother reporting progress.

2. Write to a friend in the country describing some amateur theatricals or any other activity in which you have been engaged.
3. Write to a friend describing a trip to Paris (from London) by air.
4. (a) A letter to an old school friend who is returning from abroad asking him to stay with you.  
(b) A reply to this invitation.
5. You have been confined to your bed. Write to your sister describing your thoughts, what you have been reading, etc.
6. Write to an absent relative describing how you celebrated your twenty-first birthday.
7. A cousin is about to enter a bank. Give him some friendly advice.
8. Write home to your people in the country describing how you are getting on in your post in London, your impressions of London.

### SPECIMEN LETTERS

LORD CHESTERFIELD TO HIS SON (ON BUSINESS LETTERS AND ROUTINE)

LONDON, Dec. the 19th, O.S. 1751.

MY DEAR FRIEND,

You are now entered upon a scene of business, where I hope you will one day make a figure. Use does a great deal, but care and attention must be joined to it. The first thing necessary in writing letters of business, is extreme clearness and perspicuity; every paragraph should be so clear, and unambiguous, that the dullest fellow in the world may not be able to mistake it, nor obliged to read it twice in order to understand it. This necessary clearness implies a correctness, without excluding an elegance of style. Tropes, figures, antitheses, epigrams, etc., would be as misplaced, and as impertinent, in letters of business, as they are sometimes (if judiciously used) proper and pleasing in familiar letters, upon common and trite subjects. In business, an elegant simplicity, the result of care not of labour, is required. Business must be well, not affectedly, dressed, but by no means negligently. Let your first attention be to clearness, and read every paragraph after you have written it, in the critical view of discovering whether it is possible that any one man can mistake the true sense of it; and correct it accordingly.

Our pronouns and relatives often create obscurity or ambiguity; be therefore exceedingly attentive to them, and take care to mark out with precision their particular relations. For example; Mr. Johnson acquainted me, that he had seen Mr. Smith, who had promised him to speak to Mr. Clarke, to return him (Mr. Johnson) those papers, which he (Mr. Smith) had left some time ago with him (Mr. Clarke): it is better to repeat a name, though unnecessarily, ten times, than to have the person mistaken once. *Who*, you know, is singly relative to persons, and cannot be applied to things; *which*, and *that*, are chiefly relative to things, but not absolutely exclusive of persons; for one may say, the man *that* robbed or killed such-a-one; but it is much better to say, the man *who* robbed or killed. One never says, the man or the woman *which*. *Which* and *that*, though chiefly relative to things,

cannot be always used indifferently as to things; and the euphony must sometimes determine their place. For instance, The letter which I received from you, *which* you referred to in your last, *which* came by Lord Albemarle's messenger, and *which* I showed to such-a-one; I would change it thus—The letter that I received from you, *which* you referred to in your last, *that* came by Lord Albemarle's messenger, and *which* I showed to such-a-one.

Business does not exclude (as possibly you wish it did) the usual terms of politeness and good breeding; but, on the contrary, strictly requires them: such as, *I have the honour to acquaint your Lordship: Permit me to assure you: If I may be allowed to give my opinion, etc.* For the Minister abroad, who writes to the Minister at home, writes to his superior: possibly to his patron, or at least to one who he desires should be so.

Letters of business will not only admit of, but be the better for, *certain graces*: but then they must be scattered with a sparing and a skilful hand; they must fit their place exactly. They must decently adorn without encumbering, and modestly shine without glaring. But as this is the utmost degree of perfection in letters of business, I would not advise you to attempt those embellishments till you have first laid your foundation well.

Cardinal d'Ossat's letters are the true letters of business; those of Monsieur d'Avaux are excellent; Sir William Temple's are very pleasing, but, I fear, too affected. Carefully avoid all Greek or Latin quotations; and bring no precedents from the *virtuous Spartans, the polite Atheneans and the brave Romans*. Leave all that to futile pedants. No flourishes, no declamation. But (I repeat it again) there is an elegant simplicity and dignity of style absolutely necessary for good letters of business; attend to that carefully. Let your periods be harmonious, without seeming to be laboured; and let them not be too long, for that always occasions a degree of obscurity. I should not mention correct orthography, but that you very often fail in that particular, which will bring ridicule upon you; for no man is allowed to spell ill. I wish, too, that your hand-writing were much better: and I cannot conceive why it is not, since every man may certainly write whatever hand he pleases. Neatness in folding up, sealing, and directing your packets, is by no means to be neglected, though I dare say you think it is. But there is something in the exterior, even of a packet, that may please or displease; and consequently worth some attention.

You say that your time is very well employed, and so it is, though as yet only in the outlines and first *routine* of business. They are previously necessary to be known; they smooth the way for parts and dexterity. Business requires no conjuration nor supernatural talents, as people unacquainted with it are apt to think. Method, diligence, and discretion will carry a man of good strong common sense much higher than the finest parts within them can do. *Par negotiis, neque supra*, is the true character of a man of business: but then it implies ready attention, and no *absences*; and a flexibility and versatility of attention from one object to another, without being engrossed by any one.

Be upon your guard against the pedantry and affectation of business, which young people are apt to fall into from the pride of being

concerned in it young. They look thoughtful, complain of the weight of business, throw out mysterious hints, and seem big with secrets which they do not know. Do you, on the contrary, never talk of business, but to those with whom you are to transact it; and learn to seem *vacuus*, and idle, when you have the most business. Of all things the *volto sciolto*, and the *pensieri stretti*, are necessary. Adieu.

### EXERCISES

1. Write a careful summary of the excellent advice contained in this letter.
2. Write a reply to this letter (it may be much shorter).
3. Use in sentences: perspicuous, unambiguous, dexterity, supernatural, embellishments, patron, orthography.
4. Form adjectives from the following words: dexterity, pedantry, versatility, affectation, declamation, discretion, exterior, consequence. Give other adjectives ending in the same way.
5. Form nouns from: perspicuous, ambiguous, encumber, critical, referred, elegant. Give other nouns ending in the same way.
6. Explain: tropes, antitheses, epigrams. Quote examples of antitheses from this letter.
7. Explain the two senses in which each of the following words may be used and illustrate by using them in sentences: figure; period; impertinent; terms; parts.

### FILE OF COMMERCIAL LETTERS

#### A BAD DEBT

##### No. 1. *Inquiry from a Customer*

MEDSHIRE CONSTRUCTION CO.,

MEDVILLE, MEDSHIRE,

18th May, 19—.

MESSRS. W. LAPIDAL & CO.,

DEAR SIRS,

We shall be obliged if you will quote us your price for supplying and fixing in position the artificial stone blocks indicated in green on our drawings Nos. 56 and 90. There will be two sets required to drawing No. 56 and one set to drawing No. 90. The blocks are to be of the best quality and your price is to include the high quality cement necessary for setting.

Please quote separate prices—

- (1) For supplying the blocks delivered in Medville.
- (2) For setting the blocks in position.

When quoting please state how soon you could deliver and how soon after delivery you could arrange for your builders to commence the work of setting.

Your early attention in this matter will oblige us.

Yours faithfully,

p.p. MEDSHIRE CONSTRUCTION CO.  
A. J.

No. 2. *Quotation to Customer*

MESSRS. LAPIDAL & Co.,  
 STONE AND CEMENT WORKS,  
 MASONHALL, STONESHIRE,  
 19th May, 19—.

MEDSHIRE CONSTRUCTION Co.,

DEAR SIRS,

In reply to your inquiry of the 18th May, we have pleasure in enclosing quotations, and hope to be favoured with your order which shall have our best attention.

Yours faithfully,  
 p.p. LAPIDAL & Co.  
 M. R.

Two sets best artificial blocks to Drawing No. 56 @ 180s. per set.  
 One set best artificial blocks to Drawing No. 90 @ 200s. per set.  
 Nett or Discount 2½% for cash monthly.

Delivered within a three-mile radius of our wharf here.

The above would be specially prepared from stock sizes and would take about fourteen days from receipt of order.

We are sorry we are unable to quote for setting the blocks in position as we do not undertake this work.

No. 3. *Messrs. Lapidal to Medshire Construction Co.*

26th May, 19—.

DEAR SIR,

On the 19th May, we sent you quotations for some stone blocks to be specially cut to your Prints Nos. 56 and 90. We have not yet been favoured with your order; may we suggest, in the event of your requiring these blocks, that you will kindly let us know so that we may reserve them. We may say, that owing to the coal shortage, we have been unable to burn our kilns and so are out of stock of several sizes. At the time of writing however we are able to execute your order and should be glad of an early reply.

Assuring you of our best attention at all times,

Yours faithfully,  
 LAPIDAL & Co.

No. 4. *Customer's Order*

MEDSHIRE CONSTRUCTION Co.,  
 29th May, 19—.

MESSRS. LAPIDAL & Co.

DEAR SIRS,

Thanks for your quotation of the 19th of this month. Will you kindly put in hand at once—

Two sets best artificial blocks to Drawing No. 56,

One set best artificial blocks to Drawing No. 90,

at the prices quoted? We note you hope to have them ready in a fortnight.

Yours faithfully,  
 p.p. MEDSHIRE CONSTRUCTION Co.  
 A. J.

No. 5. *Acknowledging Order*MESSRS. LAPIDAL & Co.,  
30th May, 19—.

MEDSHIRE CONSTRUCTION Co.

DEAR SIR,

Many thanks for your order for specially cut stone blocks. We shall put these in hand at once and not fail to deliver them directly they come to hand. If you wish us to deliver them in your name, kindly send us your own Delivery Notes.

Yours faithfully,  
LAPIDAL & Co.

No. 6. *Statement of Account*

MESSRS. LAPIDAL TO MEDSHIRE CONSTRUCTION Co.

2nd Sept., 19—.

DEAR SIRS,

Account Rendered £89 6s. 8d. for goods supplied 16th June last. We regret to note the above has not yet been paid. Will you kindly let us have a cheque by Saturday next, 7th Sept., without fail, or we shall, with very much regret, be compelled to place the matter into other hands?

Yours faithfully,  
LAPIDAL & Co.

No. 7. *Letter to Solicitors*MESSRS. W. LAPIDAL & Co.,  
19th Sept., 19—.MESSRS. CHARGEWELL & DRIVER,  
SOLICITORS, MEDVILLE.

DEAR SIRS.

Will you please apply to Medshire Construction Co., of Medville, Medshire, for payment of their account, viz. £89 6s. 8d. for goods supplied 6th June last?

Yours faithfully,  
LAPIDAL & Co.

No. 8. *Solicitors to Messrs. Lapidal*

Re MEDSHIRE CONSTRUCTION Co.

25th Sept., 19—.

DEAR SIRS,

Referring to your letter of the 22nd Sept., we regret we have been unable so far to obtain something on account out of these people. We have been twice in communication with them by telephone, and have to-day written giving them until Wednesday next at 2 p.m. to pay their debt.

We have not yet received from you a copy of your claim against the company, showing the dates and items of the goods supplied, credits, if any, and giving full particulars.

We shall advise you if we receive anything on account.

Yours faithfully,  
Q. DRIVER  
(for Chargewell and Driver).

No. 9. *From Solicitors to Messrs. Lapida*

Re MEDSHIRE CONSTRUCTION Co.

5th Oct., 19—.

DEAR SIRS,

Referring to Mr. Lapidal's call of the 26th of last month.

We informed your debtors on the 30th Sept. that you had not any desire to embarrass them by undue pressure, but that you could not wait indefinitely for your money, and that we should like to know by return if they were prepared to pay their debt by instalments.

Not having received a reply to that letter, we yesterday got into communication with the Company by telephone when they promised to write us, and hoped at the same time to let us have a cheque account.

This morning we heard from the Company, and enclose a copy of their letter to us. You will see from this that they promise (for what it is worth) to do their utmost to let us have a cheque for £20 by Friday next, followed by regular payments until the debt is liquidated. We shall advise you in due course should we receive a cheque.

Yours faithfully,

Q. DRIVER.

No. 9A. (*enclosure to No. 9*). *Copy of Debtors' Letter to Solicitors*

MESSRS. LAPIDAL'S ACCOUNT (WITHOUT PREJUDICE)

4th Oct., 19—.

DEAR SIRS,

We have to thank you for your letter of the 30th of last month. We had hoped to settle your Client's account before this, but owing to a hitch in our financial negotiations we are still not in a position to make a full settlement.

We are obliged to your Clients for their suggestion of payment by instalments which under the circumstances would help us materially, and we will do our utmost to forward you our cheque for £20 in part payment on Friday next, followed by regular payments until the debt is liquidated.

Yours faithfully,

p.p. MEDSHIRE CONSTRUCTION Co.

A. J.

No. 10. *From Solicitors to Messrs. Lapidal*

Re MEDSHIRE CONSTRUCTION Co.

10th Oct., 19—.

DEAR SIRS,

Referring to our letter of the 5th Oct., we regret to have to inform you that we have not been able to get the amount of your debt from those debtors.

We think it might have a good effect to serve them with a Notice under the Companies Act, 1929 requesting them to pay the amount to you within three weeks.

Should they fail to do so, we should not proceed to wind the Company up, without first obtaining your instructions, but this Notice is a

preliminary to winding up the Company, and is often effective, as they frequently prefer to pay rather than be wound up.

Will you please sign the enclosed Notice where we have written your name in pencil, and return the Notice to us, when we will serve it at the Registered Office of the Company?

Yours faithfully,

Q. DRIVER.

No. 11. *From Solicitors to Messrs. Lapidal*

*Re MEDSHIRE CONSTRUCTION CO.*

16th Oct., 19—.

DEAR SIRS,

On Thursday afternoon we had a call from Mr. Cragg, who informed us that he was a friend of Mr. Easie, a Director of the Company. He explained to us that at the moment it was quite impossible for the Company to pay anything on account of your debt. He said that he had been to see the other creditors, and thought that without exception they would wait a little longer for their money. We told him to put anything he had to say in writing, and that we would forward his statement to you.

We now enclose a copy of the letter received from him and to which we have not yet replied.

We are afraid it would be useless to do anything in the matter at present.

Perhaps you will let us have your instructions.

Yours faithfully,

Q. DRIVER.

No. 11a. (enclosure to No. 11). *Copy of Letter from Debtors' Friend to Solicitors*

*Re MESSRS. LAPIDAL'S ACCOUNT*

17th Oct., 19—.

DEAR SIRS,

With reference to my call on you yesterday on behalf of Mr. Easie, Director of Medshire Construction Co., I should be obliged if you would explain to your clients the position of the Company, and in the mutual interests of the creditors the Company request them to allow the matter of their account to stand over for a month or so.

As I pointed out to you, it is quite impossible for the Company to make any payments at the moment—entirely the result of the damaging effects of the Strike. As soon as there is a settlement, and the Company are able to get the materials for manufacture, they will be in a very sound position and able to meet all their obligations. There is also a substantial amount of new capital being brought into the Company, as soon as things settle down.

Any Judgments or Executions against the Company at the moment would probably result in the Debenture holders stepping in, and in case of a winding up, there would certainly be little or nothing for the creditors. I have called upon most of the creditors, and so far I think they will without exception allow their account to stand over until the Company is enabled to trade or get the new capital in.

I should be pleased to call upon your clients and explain further if desired. Trusting you will be able to fall in line with the others,

I am, Yours faithfully,

J. CRAGG.

(On behalf of Medshire Construction Co.)

*No. 12. Messrs. Lapidal to Solicitors*

*Re MEDSHIRE CONSTRUCTION CO.*

18th Oct., 19—.

DEAR SIRS,

Many thanks for your letter of the 16th of this month. We are willing to wait with the other creditors for the payment of our account.

Thanking you for the trouble you have taken,

We are, Yours faithfully,

LAPIDAL & CO.

*No. 13. From Solicitors to Messrs. Lapidal*

*Re MEDSHIRE CONSTRUCTION CO.*

15th December, 19—.

DEAR SIRS,

We are pleased to say that by constant pressure we have to-day succeeded in obtaining from your debtors their cheque for £10 in part payment of debt and costs.

They have informed us that the Company is now in a better position, and that they have every hope, during the next two weeks, of being able to arrange a definite scheme to liquidate this debt, by instalments.

We have asked them for their proposals, to enable us to submit them to you.

If we do not hear from them within the time mentioned, we shall then take the matter up further with them.

Yours faithfully,

Q. DRIVER

(for Chargewell & Driver, Solicitors).

1. After studying the File, write a short, clear account of the whole transaction.

2. Write the following letters—

(a) Medshire Construction Co. writes to its Creditor offering to pay its debt by a scheme of instalments spread over one year. Give full facts and figures.

(b) Messrs. Lapidal's reply. Suggested modification in debtor's scheme.

(c) Debtor accepts modified plan.

3. Write the following letters—

(a) Messrs. Dabiton of Clayshot, Clayshire, write in confidence to Messrs. Chargewell & Driver, Solicitors, of Medshire, for information concerning the financial position of the Medshire Construction Co.

(b) Messrs. Chargewell and Driver reply.

4. Explain: Net; discount; delivery note; on account; liquidate; without prejudice; winding up a company; Registered Office; Director of a company; meet their obligations; a/c; p.p.

Use these terms in sentences of your own.

5. Write the following Orders—

(a) To a coal-merchant: order your winter supply; give full details; quantities, prices, date of delivery, etc.

(b) To a Stationer and Printer: order notepaper, bill-heads, carbons, typewriting materials, ink, pencils, files, ledgers, etc., required in equipping your new offices.

### A THEATRICAL TRANSACTION

[The following series of letters and "documents" is taken by kind permission from Mr. Paul Selver's novel *One, Two, Three* (1926—Messrs. Jarrolds). A Mr. Anthony Delmar has written a play which he represents to be a translation from a foreign writer, Kazimir Niekas, a purely imaginary person. We collect here in sequence the documents tracing the negotiations for performing the play, the publicity agent's activities, the financial aspects.]

#### No. 1. Certificate

This is to certify that I have authorized Anthony Delmar, of 292 Coptic Street, London, W.C., to prepare an English translation of my play, *One, Two, Three*; that the said translation is the sole authorized one in the English Language; that I hereby assign to the said Anthony Delmar the sole performing and publication rights throughout the world; all proceeds therefrom to be divided into two equal halves between the said Anthony Delmar and myself; further, any proceeds from the sale of the cinema rights will likewise be equally divided.

Signed: KAZIMIR NIEKAS  
(followed by the signature of a 'witness').

#### No. 2. Howe & Howe, Ltd

ENGLISH, AMERICAN AND CONTINENTAL LITERARY AGENCY,  
LONDON, NEW YORK, AND PARIS

Telephone:  
Chancery 77777 (6 lines)

ANTHONY DELMAR, Esq.,  
292 COPTIC STREET, W.C.

DEAR SIR,

We understand that you have translated into English a play by Kazimir Niekas entitled *One, Two, Three*, and that you possess the English language performing and other rights in it. We should esteem it a favour if you would permit us to read the MS. of your translation.

Yours very truly,

HOWE & HOWE, LTD.  
Dramatic Dept.

Telegrams:  
"Pengoldstrand"

25 ALASTAIR BUILDING,  
NORTHUMBERLAND AVENUE,  
LONDON, W.C.

No. 3. A bundle of MS. sent by Mr. Delmar to the Literary Agents

No. 4. *Howe & Howe, Ltd.*

ENGLISH, AMERICAN AND CONTINENTAL LITERARY AGENCY,  
LONDON, NEW YORK, AND PARIS

Telephone: Chancery 77777 (6 lines)      Telegrams: "Pengoldstrand"  
25 ALASTAIR BUILDING,  
ANTHONY DELMAR, ESQ.,  
292 COPTIC STREET, W.C.      NORTHUMBERLAND AVENUE,  
LONDON, W.C.

DEAR SIR,  
We have read your translation of *One, Two, Three*, and are greatly impressed by its chances of attracting attention in the theatre. Subject to your approval, we propose to take immediate steps on behalf of the play. We beg to enclose particulars of our terms, and awaiting your further instructions.

We remain, etc.

[The Agents succeed in interesting a theatrical manager, Mr. Pye Noon, in the play.]

No. 5. *Memorandum of Agreement* made and entered into between Anthony Delmar, Esq., acting for and on behalf of the author and owner of the play (hereinafter referred to as the Licenser), of the one part and Pye Noon, Esq., of the Playgoers' Theatre (hereinafter referred to as the Licensee), of the other part concerning a play entitled—

## One, Two, Three

hereinafter called the said play.

WHEREBY IT IS MUTUALLY AGREED AS FOLLOWS (here follow twenty paragraphs of which we quote No. 2)—

"The Licensee shall pay to the Licence upon the signing and executing of this agreement the sum of one hundred pounds (£100), without which sum this agreement shall not be valid, which sum shall be in advance and shall be on account of royalties hereinafter mentioned, but shall not be returnable in any event whatsoever."

"IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET THEIR  
HANDS ON THE DAY AND YEAR HEREIN ABOVE FIRST MENTIONED."  
(Signatures).

No. 6. *Howe & Howe, Ltd.*

ENGLISH, AMERICAN AND CONTINENTAL LITERARY AGENCY,  
LONDON, NEW YORK, AND PARIS

Telephone: Chancery 77777 (6 lines)      Telegrams: "Pengoldstrand"  
25 ALASTAIR BUILDING,  
ANTHONY DELMAR, ESQ.,  
292 COPTIC STREET, W.C.      NORTHUMBERLAND AVENUE,  
LONDON, W.C.

DEAR SIR,  
We have received from Mr. Pye Noon, a cheque for £100 in advance and on account of royalties on *One Two Three*, and have

pleasure in sending herewith our Cheque for £90, representing such amount less commissions.

Should any details of the enclosures not agree with your records an immediate notification, accompanied by the enclosed cheque, will be appreciated.

Yours faithfully,  
p.p. HOWE & HOWE, LTD.  
(a signature) Secretary.

No. 7. *From "The Sunday Register"*

"Theatrical Notes": Mr. Pye Noon will shortly produce at the Playgoers' Theatre a remarkable drama, bearing the strange title *One, Two, Three*, an account of which was given by our Berlin correspondent some weeks ago.

No. 8. *From "The Comet"*

"Mr. Pye Noon, one of the most *entrepreneur* of our theatrical *entrepreneurs*, has a surprise up his sleeve, so I hear. *One, Two, Three* is the name of it, but Mr. Noon is rather reticent about this new discovery which, I gather, he obtained from the Balkans. However, as Mr. Noon intends to produce his new venture at the Playgoers' Theatre within a very few months, we shall soon know who or what *One, Two, Three* is (or are)."

No. 9. *From "The Comet"*

"I am glad to learn that the Censor has decided not to interfere with the first performance of *One, Two, Three*. This is a satisfactory solution to what might have resulted in an awkward predicament. From what I hear, there is nothing in this remarkable new play to which the slightest exception could be taken, as, indeed, might have been inferred from the fact that Mr. Pye Noon is associated with its production. Mr. Pye Noon, like *The Comet*, is a whole-hearted opponent of doubtful or undesirable plays, and it is therefore a little difficult to see how the Censor's misunderstanding could have risen. However, all's well that ends well."

[The play on performance proved a success.]

No. 10. *Howe & Howe, Ltd.*

ENGLISH, AMERICAN AND CONTINENTAL LITERARY AGENCY,  
LONDON, NEW YORK, AND PARIS

Telephone:  
Chancery 77777 (6 lines)

Telegrams:  
"Pengoldstrand"

ANTHONY DELMAR, ESQ.,  
292 COPTIC STREET, W.C.

25 ALASTAIR BUILDING,  
NORTHUMBERLAND AVENUE,  
LONDON, W.C.

DEAR SIR,

We have received from Pye Noon, Esq., a cheque for £27 7s. 6d., on account of fees for *One, Two, Three* for week ending 28th June, and have pleasure in sending herewith our cheque for £24 12s. 9d., representing such amount, less commission.

In accordance with our previous arrangement, we should be obliged if you would kindly remit to the author an amount equivalent to one half of the amount represented by the enclosed cheque, and in due course forward us the author's receipt for the amount in question.

Yours faithfully,

HOWE & HOWE.

### EXERCISES

1. Read the whole series of documents carefully and summarize their contents in a continuous narrative.
2. Write a letter from Mr. Delnar to the Agents accompanying the MS. he is sending them.
3. Write a reply to letter No. 4 in this series.
4. Use in sentences: authorize; Agency; mutually; notification; solution; predicament.
5. Explain: sole performing and publication rights; memorandum of agreement; licensor; licensee; royalties; commission; *entrepreneur*; Censor.
6. Write the following telegrams or cablegrams—
  - (1) A. Delnar to his friend Tancred in Berlin announcing the satisfactory conclusion of his negotiations with Mr. Pye Noon.
  - (2) A. D. to Tancred announcing the success of the performance.
  - (3) An American producer cables an offer for the American rights of the play.
7. The Secretary of an Amateur Dramatic Club writes for permission to perform the play. The author refers them to his Agents. Interchange of letters between Club Secretary and the Agents.—Write a series of six letters from the above indications.

## PART II

### EXTRACTS

#### No. I. GRAY AND TURNER

##### SOME IDEALS OF BUSINESS

MAN was born to be a creator. In so far as he fulfils that mission he earns the crown of manhood; in so far as he shirks it, he becomes a drone in the human hive, a "tramp," a useless burden on the earth.

It is on Business as the raw material for the hand of Man the creator that we would in this chapter attempt to fix our eyes. Business is the efficient conduct of those manifold operations which are involved in the creation and supply of the ever-growing needs and necessities of mankind. Business is essentially creative; it aims at linking up the powers of Nature and of Man, at the minimum of waste in the methods and material employed. It creates plenty where once there was want; it makes a granary out of a wilderness; it bids a thirsty land riot with water; it stabs the frosty soil with spade and plough; it uncovers the bosom of Nature until she becomes pregnant with life and brings forth fruit an hundredfold.

This is not mere poetry; it is solid fact. Forty years ago the great prairie lands of the Canadian North-West were unploughed wildernesses—the haunt of the buffalo and his dark-skinned huntsman. Last year those same lands surrendered to the will of man nearly 350 million bushels of wheat.

Who did this great thing? Who but the business men that planned and laid the iron road—the miner, the smelter, the engineer, the plate-layer, the car builder, the pioneer with pick and spade who fought back Nature at the edge of her wildernesses, bridged her ravines, and split holes in her frowning crags. And so when Lord Strathcona drove the last spike home in the Canadian Pacific Railway, and linked 3000 miles of East and West, he set the seal of these men to the contract in perpetuity between themselves and Nature.

For 5000 years the Egyptian fellah irrigated his field with the shadoof—the oldest and simplest of all known machines—a long pole poised on a prop—a lump of clay for a weight—a cord—a goat-skin bucket—and the man himself. That was all. He poured water out of his buckets; he cast his bread on the waters by flinging his maize seed on the flood. What toil for a million backs! Then came Scott-Moncreiff in 1885 and Benjamin Baker in 1899 with their English engineers. The result was the Barrage near Cairo and the Dam at Assouan. The one vast lake became a network of canals—the wide valley a chessboard of fertility. Thirty years wrought the miracle which fifty centuries had failed to accomplish, and the land of the

Pharaohs is to-day the richer by millions of pounds per annum. This romance is Business. It is Man the creator taming Nature to his will, with Science at his elbow. It is the human mind setting itself scientifically to eliminate waste effort and material.

Read the history of Alexander Graham Bell and the evolution of the telephone, or of drab-coated Cyrus Hall McCormick who gave the world the cheap loaf and fed a continent with his harvester. Were not these men creators? And so we arrive at our first axiom. *A business—that is a scientifically organized system of creation—succeeds only when it is cheaper to buy its products than not to buy them.* McCormick's reaper paid for itself in one harvest, and there are enough in Europe to-day—not to speak of its native home in America—to do the work of twelve million men.—From *Eclipse or Empire* (by kind permission).

#### EXERCISES TO No. 1

1. Essay subject: "Business is essentially creative."
2. Pick out the *metaphors* in the above passage. Are they being used with good effect?
3. Explain: Barrage, dam, harvester, raw material, fellah, Canadian Pacific Railway, land of the Pharaohs.
4. Pick out the adjectives employed in this extract. Are they always appropriate and what purpose do they serve?
5. Use in sentences of your own: cast his bread on the waters; a scientifically organized system; evolution; axiom; eliminate.

#### No. 2. CHEVENIX

##### INDUSTRY OF ENGLAND IN 1832

ONE of the most remarkable and fortunate circumstances is, that the domestic and proper industry of Englishmen—the produce of their hands and minds—furnishes four-fifths of their exports. Of all the modes of traffic, the most advantageous would be for one and the same people to perform every operation relating to it; that is to say, for them to grow the raw material, and fabricate it at home, and then export the manufactured commodity in ships of their own construction and manned by themselves. To complete this process in all its stages has not fallen to the lot of any empire extensively engaged in industry; nor could it be possible for the same country to produce all the materials employed in manufactures, some of which belong to the coldest, others to the warmest climates. But if the soil be occupied in producing what it can best produce, and if the returns of trade bring home other materials, the advantage is nearly as great; and the rationale of industry is fully satisfied by the proportion of labour which remains to be bestowed upon them. Now, though England does not produce the silks which she weaves, or the dyes with which she colours them; though all the wool which she spins, all the iron which she converts into steel, may not be of native growth, yet her commercial superiority enables her to procure those primary substances at as low a price as they would cost her were they the produce of the land. It is, then, with great wisdom that she has turned her attention, not to compel the unpropitious soil and climate to yield the drugs and spices of the East, but

to import them; not to work ungrateful ores into imperfect instruments, but to purchase the crude matter wherever it is best, and to bestow upon it that which gives it value, that which alone is value—labour. Neither is she the only country that has pursued the same prudent system; almost all commercial nations have adopted it. But there never did exist an empire which bestowed so much of its own—of itself—upon the raw productions of Nature, and spun so large a portion of its wealth out of the unsubstantial, intangible, abstract commodity, composed of time, intellect, and exertion, and which is marketable only in the staples of civilization. In the ten millions of foreign or colonial produce which England exported in 1823, there was much important labour—much nautical skill and industry; but, in the remaining forty millions, there was not merely four times, but perhaps sixty times as much happy application of time, intellect, and exertion; and they who appreciate her by her colonies, and by her mere transport of external produce, have a feeble idea of her state of improvement.

Could any single principle suffice to designate, with absolute precision, the difference between civilization and luxury, it might be the value of time. Time must be estimated by what it produces; and superior understanding can make a minute bring more blessings to mankind, than ages in the hands of idleness. Neither is it by the selfish enjoyments of luxury that our moments can be rendered precious, but by the acquisition and application of intellectual force, and their productive power is the justest measure of civilization.

Now, the productive power of time must be estimated by the quantity and the quality—by the usefulness and the multitude of its productions. The most civilized and enlightened nation is that whose industry can pour upon the world the greatest proportion of the best and most valuable commodities in the shortest time.

From the rapidity with which such a nation fabricates good things, is derived a necessary appendage to this mode of appreciating civilization—cheapness. It must not, however, be supposed that this is unlimited, or that a low price of manufactures can compensate for their mediocrity. Civilization does not make bad things for nothing; this is the work of idleness, or of luxury affecting to be industrious. *The bent of civilization is to make good things cheap.*

It is a proud and true distinction, that, in this island, the average consumption of woollens per head is more than double of what it is in the most favoured country of Europe; and more than four times as much as the average of the entire Continent, including even its coldest regions.

#### EXERCISES TO NO. 2

1. Write a précis of the extract.
2. Essay: (a) "The Economic Wealth of the British Empire"; (b) Time, Intellect, Exertion as Factors in Successful Trade.
3. Explain: Mediocrity; nautical skill; commodity; staples; primary substances.
4. Place a negative prefix with the following words: propitious; tangible; appreciate; application; productive; satisfied; rational; legal; perfect.

5. A paragraph contrasting the England of 1832 with the England of to-day.

6. Divide the first paragraph into three smaller ones and give a brief title to each.

### No. 3. JOSEPH ADDISON (1679-1719)

#### THE ROYAL EXCHANGE

THERE is no place in the town which I so much love to frequent as the Royal Exchange. It gives me a secret satisfaction, and, in some measure, gratifies my vanity, as I am an Englishman, to see so rich an assembly of countrymen and foreigners consulting together upon the private business of mankind, and making this metropolis a kind of emporium for the whole earth.

I must confess I look upon high-change to be a great council, in which all considerable nations have their representatives. Factors in the trading world are what ambassadors are in the politic world; they negotiate affairs, conclude treaties, and maintain a good correspondence between those wealthy societies of men that are divided from one another by seas and oceans, or live on the different extremities of a continent.

I have often been pleased to hear disputes adjusted between an inhabitant of Japan and an alderman of London, or to see a subject of the Great Mogul entering into a league with one of the Czar of Muscovy. I am infinitely delighted in mixing with these several ministers of commerce, as they are distinguished by their different walks and different languages: sometimes I am jostled among a body of Armenians, sometimes I am lost in a crowd of Jews, and sometimes make one in a group of Dutchmen. I am a Dane, Swede, or Frenchman at different times, or rather fancy myself like the old philosopher, who upon being asked what countryman he was, replied that he was a citizen of the world.

Though I very frequently visit this busy multitude of people, I am known to nobody there but my friend Sir Andrew, who often smiles upon me as he sees me bustling in the crowd, but at the same time connives at my presence without taking any further notice of me. There is indeed a merchant of Egypt who just knows me by sight, having formerly remitted me some money to Grand Cairo; but as I am not versed in the modern Coptic, our conferences go no further than a bow and a grimace.

This grand scene of business gives me an infinite variety of solid and substantial entertainment. As I am a great lover of mankind, my heart naturally overflows with pleasure at the sight of a prosperous and happy multitude, insomuch that at many public solemnities I cannot forbear expressing my joy with tears that have stolen down my cheeks. For this reason I am wonderfully delighted to see such a body of men thriving in their own private fortunes, and at the same time promoting the public stock; or, in other words, raising estates for their own families, by bringing into their country whatever is wanting, and carrying out of it whatever is superfluous.

Nature seems to have taken a peculiar care to disseminate the blessings among the different regions of the world, with an eye to this

mutual intercourse and traffic among mankind, that the natives of the several parts of the globe might have a kind of dependence upon one another, and be united together by this common interest.

Almost every degree produces something peculiar to it. The food often grows in one country, and the sauce in another. The fruits of Portugal are corrected by the products of Barbadoes; the infusion of a China plant sweetened with the pith of an Indian cane. The Philippine Islands give a flavour to our European bowls. The single dress of a woman of quality is often the product of a hundred climates. The muff and the fan come together from the different ends of the earth. The scarf is sent from the torrid zone, and the tippet from beneath the Pole. The brocade skirt rises out of the mines of Peru, and the diamond necklace out of the bowels of Hindostan.

If we consider our own country in its natural prospect, without any of the benefits and advantages of commerce, what a barren, uncomfortable spot of earth falls to our share!

Natural historians tell us that no fruit grows originally among us besides hips and haws, acorns and pig-nuts, with other delicacies of the like nature; that our climate of itself, and without the assistance of art, can make no further advances towards a plum than to a sloe, and carries an apple to no greater a perfection than a crab; that our melons, our peaches, our figs, our apricots and cherries, are strangers among us, imported in different ages, and naturalized in our English gardens; and that they would all degenerate and fall away into the trash of our own country if they were wholly neglected by the planter, and left to the mercy of our sun and soil.

Nor has traffic more enriched our vegetable world than it has improved the whole face of nature among us. Our ships are laden with the harvest of every climate: our tables are stored with spices and oils and wines; our rooms are filled with pyramids of China, and adorned with the workmanship of Japan; our morning's draught comes to us from the remotest corners of the earth; we repair our bodies by the drugs of America, and repose ourselves under Indian canopies.

My friend Sir Andrew calls the vineyards of France our gardens, the spice-islands our hot-beds, the Persians our silk weavers, and the Chineses our potters. Nature indeed furnishes us with the bare necessities of life, but traffic gives us a great variety of what is useful, and at the same time supplies us with everything that is convenient and ornamental. Nor is it the least part of this our happiness that while we enjoy the remotest products of the north and south, we are free from those extremities of weather which gave them birth; that our eyes are refreshed with the green fields of Britain at the same time that our palates are feasted with fruits that rise between the tropics.

For these reasons there are not more useful members in a commonwealth than merchants. They knit mankind together in a mutual intercourse of good offices, distribute the gifts of Nature, find work for the poor, and bring wealth to the rich and magnificence to the great. Our English merchant converts the tin of his own country into gold, and exchanges his wool for rubies. The Mohammedans are clothed in our British manufacture, and the inhabitants of the frozen zone warmed with the fleeces of our sheep.

When I have been upon the change, I have often fancied one of our

old kings standing in person, where he is represented in effigy, and looking down upon the wealthy concourse of people with which that place is every day filled. In this case, how would he be surprised to hear all the languages of Europe spoken in this little spot of his former dominions, and to see so many private men, who in his time would have been the vassals of some powerful baron, negotiating like princes for greater sums of money than were formerly to be met with in the royal treasury !

Trade, without enlarging the British territories, has given us a kind of additional empire: it has multiplied the number of the rich, made our landed estates infinitely more valuable than they were formerly, and added to them an accession of other estates as valuable as the lands themselves.

#### EXERCISES TO No. 3

1. Note Addison's interesting and picturesque way of describing the trade of his day (eighteenth century). Write an Essay on : Romance of Commerce.
2. Write short paragraphs on: Royal Exchange; Great Mogul; Czar of Muscovy; Grand Cairo; Coptic.
3. Define each of the following in as brief sentences as possible—emporium; metropolis; palate; effigy; canopies; vassal.
4. What articles are indicated by the words italicized:
  - (a) The *fruits of Portugal* are corrected by the *products of Barbadoes*.
  - (b) The *infusion of a China plant* is sweetened with the *pith of an Indian cane*.
  - (c) The *Philippine Islands* give a flavour to our European bowls.
  - (d) The *brocade skirt* rises out of the *mines of Peru*.
  - (e) The *tippet* (comes) from *beneath the Pole*.
5. Following the same method, give short picturesque descriptions of (a) paper, (b) iron, (c) coffee, (d) rice, (e) silk.
6. "I have often been pleased to hear disputes adjusted between an inhabitant of Japan and an Alderman of London." Write an imaginary conversation on the lines suggested in this quotation.
7. Distinguish between: disseminate, discriminate; superfluous, spurious; degenerate, regenerate; accession, secession.
8. Collect from the Essay examples of (a) Alliteration; (b) Balanced sentences.

#### No. 4. MACAULAY (1800-1859)

[*From a speech objecting to the abuses of favouritism in Civil Service appointments.*]

My firm opinion is, that the day on which the Civil Service of India ceases to be a close service will be the beginning of an age of jobbing,—the most monstrous, the most extensive, and the most perilous system of abuse in the distribution of patronage that we have ever witnessed. Every Governor-General would take out with him, or would soon be followed by, a crowd of nephews, first and second cousins, friends, sons of friends, and political hangers-on; while every steamer arriving from

the Red Sea would carry to India some adventurer bearing with him testimonials from people of influence in England. The Governor-General would have it in his power to distribute Residences, Seats at the Council Board, Seats at the Revenue Board, places of from 4000*l.* to 6000*l.* a year, upon men without the least acquaintances with the character or habits of the natives, and with only such knowledge of the language as would enable them to call for another bottle of pale ale, or desire their attendant to pull the punkah faster. In what way could you put a check on such proceedings? Would you, the House of Commons, control them? Have you been so successful in extirpating nepotism at your own door, and in excluding all abuses from Whitehall and Somerset House, that you should fancy that you could establish purity in countries the situation of which you do not know, and the names of which you cannot pronounce? I believe most fully that, instead of purity resulting from that arrangement to India, England itself would soon be tainted; and that before long, when a son or a brother of some active member of this House, went out to Calcutta, carrying with him a letter of recommendation from the Prime Minister to the Governor-General, that letter would really be a Bill of Exchange drawn on the revenues of India for value received in Parliamentary support in this House.

We are not without experience on this point. We have only to look back to those shameful and lamentable years which followed the first establishment of our power in Bengal. If you turn to any poet, satirist, or essayist of those times, you may see in what manner that system of appointment operated. There was a tradition in Calcutta that, during Lord Clive's second administration, a man came out with a strong letter of recommendation from one of the Ministers. Lord Clive said in his peculiar way, "Well, chap, how much do you want?" Not being accustomed to be spoken to so plainly, the man replied that he only hoped for some situation in which his services might be useful. "That is no answer, chap," said Lord Clive. "How much do you want? will a hundred thousand pounds do?" The person replied, that he should be delighted if, by laborious service, he could obtain that competence. Lord Clive at once wrote out an order for the sum, and told the applicant to leave India by the ship he came in, and, once back in England, to remain there. I think that the story is very probable, and I also think that India ought to be grateful for the course which Lord Clive pursued; for, though he pillaged the people of Bengal to enrich this lucky adventurer, yet, if the man had received an appointment, they would have been pillaged and misgoverned as well. Against evils like these there is one security, and, I believe, but one; and that is, that the Civil Service should be kept close.

#### EXERCISES TO NO. 4

1. Express the central ideas of the extract in a few short sentences.
2. Write a short paragraph on each of the following: Whitehall; Somerset House; Bill of Exchange; Lord Clive.
3. Explain the words: patronage; nepotism; satirist; competence; testimonials. Use each of them in a separate sentence.

4. What devices does Macaulay use for making his speech vivid? Quote where necessary to illustrate your answer.

5. With reference to the anecdote, Macaulay says, "I think that story is very probable." Do you? Give your reasons for any opinion you have formed.

6. Give synonyms for: extirpate, pillage, habits, tainted, lamentable, probable.

7. Short Essay: "The Civil Service."

8. Find out what you can about Macaulay, his life, work, writings (prose and verse), and state the essential facts in about 200 words.

## No. 5. SAMUEL JOHNSON (1709-1784)

### A PIONEER IN AVIATION

THIS artist was sometimes visited by Rasselas, who was pleased with every kind of knowledge, imagining that the time would come when all his acquisitions should be of use to him in the open world. He came one day to amuse himself in his usual manner, and found the master busy in building a sailing chariot: he saw the design was practicable upon a level surface, and with expressions of great esteem solicited its completion. The workman was pleased to find himself so much regarded by the prince, and resolved to gain yet higher honours. "Sir," said he, "you have seen but a small part of what the mechanic sciences can perform. I have been long of opinion, that instead of the tardy conveyance of ships and chariots, man might use the swifter migration of wings; that the fields of air are open to knowledge, and that only ignorance and idleness need crawl upon the ground."

This hint rekindled the prince's desire of passing the mountains. Having seen what the mechanist had already performed, he was willing to fancy that he could do more; yet resolved to inquire farther before he suffered hope to afflict him by disappointment. "I am afraid," said he to the artist, "that your imagination prevails over your skill, and that you now tell me rather what you wish than what you know. Every animal has his element assigned him; the birds have the air, the man and beasts the earth." "So," replied the mechanist, "fishes have the water, in which yet beasts can swim by nature, and man by art. He that can swim needs not despair to fly: to swim is to fly in a grosser fluid, and to fly is to swim in a subtler. We are only to proportion our power of resistance to the different density of matter through which we are to pass. You will be necessarily upborne by the air, if you can renew any impulse upon it faster than the air can recede from the pressure."

"But the exercise of swimming," said the prince, "is very laborious: the strongest limbs are soon wearied: I am afraid the act of flying will be yet more violent; and wings will be of no great use, unless we can fly farther than we can swim."

"The labour of rising from the ground," said the artist, "will be great, as we see it in the heavier domestic fowls; but, as we mount higher, the earth's attraction, and the body's gravity, will be gradually diminished, till we shall arrive at a region where the man shall float in the air without any tendency to fall; no care will then be necessary but

to move forward, which the gentlest impulse will effect. You, Sir, whose curiosity is so extensive, will easily conceive with what pleasure a philosopher, furnished with wings, and hovering in the sky, would see the earth, and all its inhabitants, rolling beneath him, and presenting to him successively, by its diurnal motion, all the countries within the same parallel. How must it amuse the pendent spectator to see the moving scene of land and ocean, cities and deserts! to survey in equal security the marts of trade and the fields of battle; mountains infested by barbarians, and fruitful regions gladdened by plenty and lulled by peace! How easily shall we then trace the Nile through all his passages, pass over to distant regions, and examine the face of Nature from one extremity of the earth to the other."

"All this," said the prince, "is much to be desired, but I am afraid that no man will be able to breathe in these regions of speculation and tranquillity. I have been told that respiration is difficult upon lofty mountains; yet from these precipices, though so high as to produce great tenuity of air, it is very easy to fall: therefore I suspect, that from any height, where life can be supported, there may be danger of too quick descent."

"Nothing," replied the artist, "will ever be attempted, if all possible objections must be first overcome. If you will favour my project, I will try the first flight at my own hazard. I have considered the structure of all volant animals, and find the folding continuity of the bat's wings most easily accommodated to the human form. Upon this model I shall begin my task to-morrow; and, in a year, expect to tower into the air beyond the malice and pursuit of man. But I will work only on this condition, that the art shall not be divulged, and that you shall not require me to make wings for any but ourselves."

"Why," said Rasselas, "should you envy others so great an advantage? All skill ought to be exerted for universal good; every man has owed much to others, and ought to repay the kindness that he has received." "If men were all virtuous," returned the artist, "I should with great alacrity teach them to fly. But what would be the security of the good if the bad could at pleasure invade them from the sky? Against an army sailing through the clouds, neither walls, mountains, nor seas, could afford security. A flight of northern savages might hover in the wind, and light with irresistible violence upon the capital of a fruitful region. Even this valley, the retreat of princes, the abode of happiness, might be violated by the sudden descent of some of the naked nations that swarm on the coast of the southern sea!"

The prince promised secrecy, and waited for the performance, not wholly hopeless of success. He visited the work from time to time, observed its progress, and remarked many ingenious contrivances to facilitate motion, and unite levity with strength. The artist was every day more certain that he should leave vultures and eagles behind him, and the contagion of his confidence seized upon the prince. In a year the wings were finished; and on a morning appointed, the maker appeared furnished for flight on a little promontory: he waved his pinions awhile to gather air, then leaped from his stand, and in an instant dropped into the lake. His wings, which were of no use in the air, sustained him in the water: and the prince drew him to land half dead with terror and vexation.—From *Rasselas*.

## EXERCISES TO No. 5

1. *Imaginary dialogue*: Write out in modern style a conversation between yourself and an inventor on a new type of flying machine he has designed. Do not be afraid of using technical terms.

2. Construct a paragraph as short as possible bringing in the following words: Acquisition, solicited, conveyance, disappointment, assigned, laborious, extremity, facilitate, security, project.

3. Distinguish between: facility, faculty; infested, invested; pendent, pendant; obsolete, archaic.

4. Make a list of words in this extract that are *obsolete* or *archaic* and indicate their meaning.

5. *Paraphrase* the paragraph beginning: "The labour . . ."

6. What do you think Oliver Goldsmith meant when he said to Johnson: "Doctor, you would make little fishes talk like whales!"? —From Boswell's *Life of Johnson*—one of the most delightful of books.

7. "Only ignorance and idleness need crawl upon the ground." Compose five *aphorisms* as concise as this one.

## No. 6. JONATHAN SWIFT (1667-1745)

## A DEAN'S VERDICT ON THE LAW AND LAWYERS

I SAID, there was a society of men among us bred up from their youth in the art of proving, by words multiplied for the purpose, that white is black and black is white, according as they are paid. To this society all the rest of the people are slaves. For example, if my neighbour has a mind to my cow, he has a lawyer to prove that he ought to have my cow from me. I must then hire another to defend my right, it being against all rules of law that any man should be allowed to speak for himself. Now, in this case, I who am the right owner lie under two great disadvantages: first, my lawyer, being practised almost from his cradle in defending falsehood, is quite out of his element when he would be an advocate for justice, which is an unnatural office he always attempts with great awkwardness if not with ill will. The second disadvantage is that my lawyer must proceed with great caution, or else he will be reprimanded by the judges and abhorred by his brethren, as one that would lessen the practice of the law. And therefore I have but two methods to preserve my cow. The first is to gain over my adversary's lawyer with a double fee, who will then betray his client by insinuating that he has justice on his side. The second way is for my lawyer to make my cause appear as unjust as he can by allowing the cow to belong to my adversary: and this, if it be skilfully done, will certainly bespeak the favour of the bench. Now your honour is to know that these judges are persons appointed to decide all controversies of property as well as for the trial of criminals, and picked out from the most dexterous lawyers who are grown old or lazy; and having been biased all their lives against truth and equity, lie under such a fatal necessity of favouring fraud, perjury and oppression, that I have known some of them refuse a large bribe from the side where justice lay rather than injure the faculty by doing anything unbecoming their nature to their office.

It is a maxim among these lawyers that whatever has been done before may legally be done again; and therefore they take special care to record all the decisions formerly made against common justice and the general reason of mankind. These under the name of precedents they produce as authorities to justify the most iniquitous opinions; and the judges never fail of directing accordingly.

In pleading they studiously avoid entering into the merits of the cause; but are loud, violent and tedious in dwelling upon all circumstances which are not to the purpose. For instance, in the case already mentioned, they never desire to know what claim or title my adversary has to my cow; but whether the said cow were red or black; her horns long or short; whether the field I graze her in be round or square; whether she was milked at home or abroad; what diseases she is subject to, and the like; after which they consult precedents, adjourn the cause from time to time, and in ten, twenty, or thirty years come to an issue.

It is likewise to be observed that this society has a peculiar cant and jargon of their own, that no other mortal can understand, and wherein all their laws are written, which they take special care to multiply; whereby they have wholly confounded the very essence of truth and falsehood, of right and wrong; so that it will take thirty years to decide whether the field left me by my ancestors for six generations belong to me or to a stranger three hundred miles off.

In the trial of persons accused for crimes against the State, the method is much more short and commendable: the judge first sends to sound the disposition of those in power, after which he can easily hang or save a criminal, strictly preserving all due forms of law.— *Gulliver's Travels*, Part iv, ch. 5.

#### EXERCISES TO NO. 6

1. Swift is a bitter satirist. In this selection from his great satire he is trying to expose the weakness of the legal system of his day. The picture is over-drawn but amusing. Write a satirical account of one of the following: (a) A village concert; (b) A "wireless" enthusiast; (c) Second-hand motor-cars.

2. An imaginary debate between a barrister and a business man on this subject: "The Law is an ass."

3. Explain: client; controversies; biased; precedent; cant and jargon; the bench.

4. Quote or make up examples of legal jargon.

5. Use the following phrases in sentences of your own: subject to; sound the disposition; due forms of law; bespeak the favour; come to an issue; by insinuating that; society of men.

6. Name any other great satirists of the past or of the present.

7. Quote examples of Sarcasm and Irony.

#### NO. 7. OLIVER GOLDSMITH (1728-1774)

##### A VISIT TO THE COURTS OF JUSTICE IN WESTMINSTER HALL

I HAD some intentions lately of going to visit Bedlam, the place where those who go mad are confined. I went to wait upon the man in black

to be my conductor, but I found him preparing to go to Westminster Hall, where the English hold their courts of justice. It gave me some surprise to find my friend engaged in a lawsuit, but more so when he informed me that it had been depending for several years.

"How is it possible," cried I, "for a man who knows the world to go to law? I am well acquainted with the courts of justice in China: they resemble rat-traps, every one of them, nothing more easy to get in, but to get out again is attended with some difficulty, and more cunning than rats are generally found to possess!"

"Faith," replied my friend, "I should not have gone to law but that I was assured of success before I began; things were presented to me in so alluring a light and I thought by barely declaring myself a candidate for the prize, I had nothing more to do but to enjoy the fruits of the victory. Thus have I been upon the eve of an imaginary triumph every term these ten years, have travelled forward with victory ever in my view, but ever out of reach. However, at present I fancy we have hampered our antagonist in such a manner that, without some unforeseen demur, we shall this very day lay him fairly on his back."

"If things be so situated," said I, "I don't care if I attend you to the courts, and partake in the pleasure of your success. But, prithee," continued I, as we set forward, "what reasons have you to think an affair at last concluded which has given you so many former disappointments?"

"My lawyer tells me," returned he, "that I have Salkeld and Ventris strong in my favour, and that there are no less than fifteen cases in point."

"I understand," said I, "those are two of your judges who have already declared their opinion."

"Pardon me," replied my friend, "Salkeld and Ventris are lawyers who, some hundred years ago, gave their opinion on cases similar to mine; those opinions which make for me my lawyer is to cite, and those opinions which look another way are cited by the lawyer employed by my antagonist. As I observed, I have Salkeld and Ventris for me, he has Coke and Hales for him, and he that has most opinions is most likely to carry his cause."

"But where is the necessity," cried I, "of prolonging a suit by citing the opinions and reports of others, since the same good sense which determined lawyers in former ages may serve to guide your judges at this day. They, at that time, gave their opinions only from the light of reason; your judges have the same light at present to direct them, let me even add a greater, as in former ages there were many prejudices from which the present is happily free. If arguing from authorities be exploded from every other branch of learning, why should it be particularly adhered to in this? I plainly foresee how such a method of investigation must embarrass every suit, and then perplex the student; ceremonies will be multiplied, formalities must increase, and more time will thus be spent in learning the arts of litigation than in the discovery of right."

"I see," cries my friend, "that you are for a speedy administration of justice; but all the world will grant that the more time that is taken up in considering any subject the better it will be understood. Besides, it is the boast of an Englishman that his property is secure, and all the

world will grant that a deliberate administration of justice is the best way to secure his property. Why have we so many lawyers but to secure our property? why so many formalities but to secure our property? Not less than one hundred thousand families live in opulence, elegance, and ease, merely by securing our property."

"To embarrass justice," returned I, "by a multiplicity of laws, or to hazard it by a confidence in our judges, are, I grant, the opposite rocks on which legislative wisdom has ever split. In one case, the client resembles the emperor who is said to have been suffocated with the bed-clothes, which were only designed to keep him warm: in the other, to that town which let the enemy take possession of its walls in order to show the world how little they depended upon aught but courage for safety. But bless me, what numbers do I see here—all in black—how is it possible that half this multitude find employment?"

"Nothing so easily conceived," returned my companion; "they live by watching each other. For instance, the catchpole watches the man in debt, the attorney watches the catchpole, the counsellor watches the attorney, the solicitor the counsellor, and all find sufficient employment."

"I conceive you," interrupted I; "they watch each other, but it is the client that pays them all for watching. It puts me in mind of a Chinese fable, which is entitled *Five Animals at a Meal*: 'A grasshopper, filled with dew, was merrily singing under a shade. A whangam that eats grasshoppers had marked it for its prey, and was just stretching forth to devour it; a serpent that had for a long time fed only on whangams, was coiled up to fasten on the whangam; a yellow bird was just upon the wing to dart upon the serpent; a hawk had just stooped from above to seize the yellow bird; all were intent on their prey and unmindful of their danger. So the whangam ate the grasshopper, the serpent ate the whangam, the yellow bird the serpent, and the hawk the yellow bird; when, sousing from on high, a vulture gobbled up the hawk, grasshopper, whangam, and all in a moment.'"

I had scarce finished my fable, when the lawyer came to inform my friend that his cause was put off till another term, that money was wanting to retain, and that all the world was of opinion that the very next hearing would bring him off victorious. "If so, then," cries my friend, "I believe it will be my wisest way to continue the cause for another term; and in the meantime, my friend here and I will go and see Bedlam. Adieu."—*Citizen of the World*.

#### EXERCISES TO No. 7

1. This selection, like the former, is a satire on our legal system. Compare carefully Goldsmith's treatment of the theme with that of Swift.

2. Goldsmith here makes use of many legal or quasi-legal expressions. Study his use of the words: depending; term; demur; cases in point; cite opinions; cause; suit; client; catchpole; attorney; counsellor; solicitor; retain.

3. Notice how Goldsmith makes use of *anecdote* to illustrate his points; note also his use of *Fable*. Define Fable, Allegory, Parable. How are they connected with Metaphor? Mention some famous Fables, Allegories, and Parables.

4. Write short fables on any of the following: (a) The Mountain and the Squirrel; (b) The Eagle and the Aeroplane; (c) The Grasshopper and the Ant; (d) The Sunflower and the Violet.

5. Use the following words or phrases in your own sentences: alluring; live in opulence; legislative; light of reason; administration of justice; prejudice.

6. Ration, reason; legal, loyal. These pairs are *Doublets*. Write down five other doublets.

7. Mention other works in prose or verse by Goldsmith and write an appreciation of one of them.

'Here lies poet Goldsmith, for shortness called Noll,  
*Who wrote like an Angel*, but talked like poor Poll.'

## No. 8. SIR WILLIAM BLACKSTONE (1723-1780)

### THE TRIAL BY JURY

THE trial by jury ever has been, and I trust ever will be, looked upon as the glory of the English law. It is the most transcendent privilege which any subject can enjoy, or wish for, that he cannot be affected either in his property, his liberty, or his person, but by the unanimous consent of twelve of his neighbours and equals. A constitution, that I may venture to affirm, has under providence, secured the just liberties of this nation for a long succession of ages.

Great as this eulogium may seem, it is no more than this admirable constitution, when traced to its principles, will be found in sober reason to deserve. The impartial administration of justice, which secures both our persons and our properties, is the great end of civil society. But if that be entirely intrusted to the magistracy, a select body of men, and those generally selected by the prince or such as enjoy the highest offices in the state, their decisions, in spite of their own natural integrity, will have frequently an involuntary bias towards those of their own rank and dignity: it is not to be expected from human nature, that *the few* should be always attentive to the interests and good of *the many*. On the other hand, if the power of judicature were placed at random in the hands of the multitude, their decisions would be wild and capricious, and a new rule of action would be every day established in our courts. It is wisely therefore ordered, that the principles and axioms of law, which are general propositions, flowing from abstracted reason, and not accommodated to times or to men, should be deposited in the breasts of the judges, to be occasionally applied to such facts as come properly ascertained before them. For here partiality can have little scope: the law is well known, and is the same for all ranks and degrees; it follows as a regular conclusion from the premises of fact pre-established. But in settling and adjusting a question of fact, when intrusted to any single magistrate, partiality and injustice have an ample field to range in; either by boldly asserting that to be proved which is not so, or more artfully by suppressing some circumstances, stretching and warping others, and distinguishing away the remainder. Here, therefore, a competent number of sensible and upright jurymen, chosen by lot from among those of the middle rank, will be found the best investigators of

truth, and the surest guardians of public justice. For the most powerful individual in the state will be cautious of committing any flagrant invasion of another's right, when he knows that the fact of his oppression must be examined and decided by twelve indifferent men, not appointed till the hour of trial; and that, when once the fact is ascertained, the law must of course redress it. This therefore preserves in the hands of the people that share, which they ought to have in the administration of public justice, and prevents the encroachments of the more powerful and wealthy citizens. Every new tribunal, erected for the decision of facts, without the intervention of a jury (whether composed of justices of the peace, commissioners of the revenue, judges of a court of conscience, or any other standing magistrates), is a step towards establishing aristocracy, the most oppressive of absolute governments. The feudal system, which, for the sake of military subordination, pursued an aristocratical plan in all its arrangements of property, had been intolerable in times of peace, had it not been wisely counterpoised by that privilege, so universally diffused through every part of it, the trial by the feudal peers. And in every country on the continent, as the trial by the peers has been gradually disused, so the nobles have increased in power, till the State has been torn to pieces by rival factions, and oligarchy in effect has been established, though under the shadow of regal government; unless where the miserable commons have taken shelter under absolute monarchy, as the lighter evil of the two. It is therefore, upon the whole, a duty which every man owes to his country, his friends, his posterity, and himself, to maintain to the utmost of his power this valuable constitution in all its rights; to restore it to its ancient dignity, if at all impaired by the different value of property, or otherwise deviated from its first institution; to amend it, wherever it is defective; and, above all, to guard with the most jealous circumspection against the introduction of new and arbitrary methods of trial, which, under a variety of plausible pretences, may in time imperceptibly undermine this best preservative of English liberty.

#### EXERCISES TO NO. 8

As a contrast to the two preceding pieces, the above extract from a great lawyer brings out one of the finest features of our legal system.

1. Divide the long paragraph beginning "Great as . . ." into four paragraphs and give a title to each one.
2. Write a précis of the whole extract.
3. Explain: transcendent, unanimous, eulogium, capricious, magistrate, circumstances, counterpoised, subordination, intolerable, constitution. Trace the derivation of these words. Write down ten other words showing the same roots.
4. Write a short paragraph on (a) *oligarchy* comparing it with *monarchy*; (b) *aristocracy* comparing it with *democracy, bureaucracy*.
5. What is the difference between: principle, axiom; abstract, concrete; regal, royal; valuable, invaluable; intervention, prevention?
6. In what special senses does the author use the following word: end; premises; distinguish; indifferent; absolute; peers; preservative?

## No. 9. AUDUBON

## THE HURRICANE

I HAD left the village of Shawaney, situated on the banks of the Ohio, on my return from Henderson, which is also situated on the banks of the same beautiful stream. The weather was pleasant, and I thought not warmer than usual at that season. My horse was jogging quietly along, and my thoughts were for once at least in the course of my life entirely engaged in commercial speculations. I had forded Highland Creek, and was on the eve of entering a tract of bottom land or valley that lay between it and Canoe Creek, when on a sudden I remarked a great difference in the aspect of the heavens. A hazy thickness had overspread the country, and I for some time expected an earthquake, but my horse exhibited no propensity to stop and prepare for such an occurrence. I had nearly arrived at the verge of the valley, when I thought fit to stop near a brook, and dismounted to quench the thirst which had come upon me.

I was leaning on my knees, with my lips about to touch the water, when, from my proximity to the earth, I heard a distant murmuring sound of an extraordinary nature. I drank, however, and as I rose on my feet, looked towards the south-west, when I observed a yellowish oval spot, the appearance of which was quite new to me. Little time was left to me for consideration, as the next moment a smart breeze began to agitate the taller trees. It increased to an unexpected height, and already the smaller branches and twigs were seen falling in a slanting direction towards the ground. Two minutes had scarcely elapsed, when the whole forest before me was in fearful motion. Here and there, where one tree pressed against another, a creaking noise was produced, similar to that occasioned by the violent gusts which sometimes sweep over the country. Turning instinctively toward the direction from which the wind blew, I saw, to my great astonishment, that the noblest trees of the forest bent their lofty heads for a while, and unable to stand against the blast, were falling into pieces. First, the branches were broken off with a crackling noise, then went the upper part of the massy trunks, and in many places whole trees of gigantic size were falling entire to the ground. So rapid was the progress of the storm, that before I could think of taking measures to insure my safety, the hurricane was passing opposite the place where I stood. Never can I forget the scene which at that moment presented itself. The tops of the trees were seen moving in the strangest manner, in the central current of the tempest, which carried along with it a mingled mass of twigs and foliage that completely obscured the view. Some of the largest trees were seen bending and writhing under the gale; others suddenly snapped across, and many, after a momentary resistance, fell uprooted to the earth. The mass of branches, twigs, foliage, and dust that moved through the air, was whirled onwards like a cloud of feathers, and, on passing, disclosed a wide space filled with fallen trees, naked stumps, and heaps of shapeless ruins, which marked the path of the tempest. This space was about a fourth of a mile breadth, and to my imagination resembled the dried-up bed of the Mississippi, with its thousands of planters and sawyers strewed in the sand, and inclined in various degrees. The horrible noise resembled

that of the great cataracts of Niagara, and as it howled along in the track of the desolating tempest, produced a feeling in my mind which it is impossible to describe.

The principal force of the hurricane was now over, although millions of twigs and small branches, that had been brought from a great distance, were seen following the blast, as if drawn onwards by some mysterious power. They were floated in the air for some hours after, as if supported by the thick mass of dust that rose high above the ground. The sky had now a greenish lurid hue, and an extremely disagreeable sulphureous odour was diffused in the atmosphere. I waited in amazement, having sustained no material injury, until Nature at length resumed her wonted aspect. For some moments I felt undetermined whether I should return to Horgantown, or attempt to force my way through the wrecks of the tempest. My business, however, being of an urgent nature, I ventured into the path of the storm, and, after encountering innumerable difficulties, succeeded in crossing it. I was obliged to lead my horse by the bridle to enable him to leap over the fallen trees, whilst I scrambled over or under them in the best way I could, at times so hemmed in by the broken tops and tangled branches, as almost to become desperate. On arriving at my house, I gave an account of what I had seen, when, to my surprise, I was told that there had been very little wind in the neighbourhood, although in the streets and gardens many branches and twigs had fallen in a manner which excited great surprise.

Many wondrous accounts of the devastating effect of this hurricane were circulated in the country after its occurrence. Some log-houses, we were told, had been overturned, and their inmates destroyed. One person informed me that a wire sifter had been conveyed by the gust to a distance of many miles. Another had found a cow lodged in the fork of a large half-broken tree. But as I am disposed to relate only what I have myself seen, I will not lead you into the region of romance, but shall content myself by saying that much damage was done by this awful visitation. The valley is yet a desolate place, overgrown with briars and bushes, thickly entangled amidst the tops and trunks of the fallen trees, and is the resort of ravenous animals, to which they betake themselves when pursued by man, or after they have committed their depredations on the farms of the surrounding district. I have crossed the path of the storm, at a distance of a hundred miles from the spot where I witnessed its fury, and again, four hundred miles farther off, in the state of Ohio. Lastly, I observed traces of its ravages on the summits of the mountains connected with the Great Pine Forests of Pennsylvania, three hundred miles beyond the place last mentioned. In all those different parts, it appeared to me not to have exceeded a quarter of a mile in breadth.—*Audubon.*

#### EXERCISES TO No. 9

1. This extract from an American naturalist is worth close study. Draw up a list of the various devices he makes use of, in order to achieve a graphic account; quote examples in illustration.
2. Use in sentences of your own: commercial speculation; exhibited a propensity; proximity; mysterious power; sustained no

material injury; devastating effect; awful visitation; depredations; ravenous animals.

3. Notice the author's use of picturesque *epithet*. Choose a picturesque epithet to accompany each of the following nouns: darkness; wind; flame; billows; rain; grasses; desert; race-horse; bread; books.

4. Notice the author's use of striking *verbs*. Place a striking verb in each of these sentences—

- (a) the smoke —— into the air; (b) the blazing grass —— like meteors in the sky; (c) the waters —— with cataract speed; (d) the sap —— from the riven tree; (e) the battle —— all night; (g) the twigs —— beneath the feet; (h) the wind —— through the pines.

5. For each of the verbs you have chosen in Question 4, select a picturesque or vivid *adverb*.

6. *Descriptive Essay*—

- (a) A Storm on the Hills (or on Sea).
- (b) A Forest Fire.
- (c) Snow in Town.

### NO. 10. ADAM SMITH (1723-1790)

#### THE DIVISION OF LABOUR

IT is the great multiplication of the productions of all the different arts in consequence of the division of labour, which occasions in a well-governed society that universal opulence which extends itself to the lowest ranks of the people. Every workman has a great quantity of his own work to dispose of beyond what he himself has occasion for and every other workman being exactly in the same situation, he is enabled to exchange a great quantity of his own goods for a great quantity, or, what comes to the same thing, for the price of a great quantity of theirs. He supplies them abundantly with what they have occasion for, and they accommodate him as amply with what he has occasion for, and a general plenty diffuses itself through all the different ranks of society.

Observe the accommodation of the most common artificer or day-labourer in a civilized and thriving country, and you will perceive that the number of people, of whose industry a part, though but a small part, has been employed in procuring him this accommodation, exceeds all computation. The woollen coat, for example, which covers the day-labourer, as coarse and rough as it may appear, is the produce of the joint labour of a great multitude of workmen. The shepherd, the sorter of the wool, the wool-comber or carder, the dyer, the scribbler, the spinner, the weaver, the fuller, the dresser, with many others, must all join their different arts in order to complete even this homely production. How many merchants and carriers, besides, must have been employed in transporting the materials from some of those workmen to others, who often live in a very distant part of the country! How much commerce and navigation in particular, how many ship-builders, sailors, sail-makers, rope-makers, must have been employed in order to bring together the different drugs made use of by the dyer, which often come

from the remotest corners of the world! What a variety of labour, too, is necessary in order to produce the tools of the meanest of those workmen! to say nothing of such complicated machines as the ship of the sailor, the mill of the fuller, or even the loom of the weaver, let us consider only what a variety of labour is requisite in order to form that very simple machine, the shears with which the shepherd clips the wool. The miner, the builder of the furnace for smelting the ore, the feller of the timber, the burner of the charcoal to be made use of in the smelting-house, the brickmaker, the bricklayer, the workmen who attend the furnace, the millwright, the forger, the smith, must all of them join their different arts in order to produce them. Were we to examine in the same manner all the different parts of his dress and household furniture, the coarse linen shirt which he wears next his skin, the shoes which cover his feet, the bed which he lies on, and all the different parts which compose it, the kitchen grate at which he prepares his victuals, the coals which he makes use of for that purpose, dug from the bowels of the earth, and brought to him, perhaps by a long sea and a long land carriage, all the other utensils of his kitchen, all the furniture of his table, the knives and forks, the earthen or pewter plates upon which he serves up and divides his victuals, the different hands employed in preparing his bread and his beer, the glass window which lets in the heat and the light, and keeps out the wind and the rain, with all the knowledge and art requisite for preparing that beautiful and happy invention, without which these northern parts of the world could scarce have afforded a very comfortable habitation, together with the tools of all the different workmen, employed in producing those different conveniences; if we examine, I say, all these things, and consider what a variety of labour is employed about each of them, we shall be sensible that, without the assistance and co-operation of many thousands, the very meanest person in a civilized country could not be provided, even according to, what we very falsely imagine, the easy and simple manner in which he is commonly accommodated. Compared, indeed, with the more extravagant luxury of the great, his accommodation must no doubt appear extremely simple and easy; and yet it may be true, perhaps, that the accommodation of a European prince does not always so much exceed that of an industrious and frugal peasant, as the accommodation of the latter exceeds that of many an African king, the absolute masters of the lives and liberties of ten thousand naked savages.—From *The Wealth of Nations*.

#### EXERCISES TO NO. 10

1. Write a précis of the extract.
2. Give synonyms for each of the following: procedure; computation; requisite; habitation; conveniences; frugal; industry.
3. Study carefully Adam Smith's analysis of the different materials, instruments and men necessary to produce a coat. Write similar paragraphs on (a) Book-production; (b) a box of chocolates.
4. Re-read from "Compared, indeed," to the end. Write a short Essay contrasting the way of life of an artisan or clerk with that of an "African King."
5. Paraphrase: Re-write the first paragraph in simpler language.

## No. 11. GRAY AND TURNER

## STANDARDIZATION

IN the early days of hand-labour, there was practically no standardization in production. The skilled workman of the guilds produced no two articles alike. Not until the age of steam dawned in Great Britain did it become possible to have factories instead of hand-labour. Once factory production became established, inevitably there came improvements and more accurate methods, all moving in the direction of standardization and greater efficiency.

Thus, standardization was born in Great Britain. It was made possible by steam-power and machinery. But in the past twenty-five years it has been developed to a vastly larger growth in the United States. Practically all the literature of standardization comes to us from America.

Standardization means that it is better and cheaper to produce a million articles all alike than to produce a million articles all different. It means that there is one best or most convenient way to produce a thing. There is one best shape. There is one best weight. There is one best material. There is one best motion, and so forth. When a single article is produced in vast quantities the work of producing it becomes automatic. It requires less skill and less thought; and it can be produced at greater speed. In the production of a vast output nothing has been more magical than standardization.

The one best illustration is that of the Ford motor works. Here the cars are manufactured more alike than blades of grass. They are identical. Every worker is thus enabled to do the same thing over and over again. There is the utmost speed and accuracy; and as a result more than a thousand finished cars are turned out in the course of a single day.

In Great Britain the development of standardization was prevented by a number of influences. It was prevented by artistic and socialistic influences—by the writings of William Morris, Ruskin, and Carlyle—by a general tendency to favour products of hand-labour, and by a large degree of hostility among wage-workers.

Standardization is opposed to traditionalism. It weeds out methods that have grown up in a haphazard way. It encourages managers to study and analyse the operations of employees, and to select and standardize those ways and materials which are best suited to produce the highest percentage of result. The standardization of sizes of articles used by a special trade has led to enormous production at little more than the cost of the material. Thus, gas fittings are standardized both as to pipe sizes and screw threads, so that reproductive methods can be safely employed. Germany has had a large share of this trade, whilst America has carried the system further, and by standardizing sizes in pipe fittings generally has been enabled to produce in such quantities as practically to control the market. But it is when we come to consider large articles that American producers have set the world so big a lead, favoured, as aforesaid, by the large home market and receptive public. "Why should I pay a dollar when I can get it for 50 cents?" is the motto of life with the American people, and so American producers aim at cheapening production costs everywhere,

with the result that hundreds of firms there embark large capital upon the production of single standardized details of other machinery. Thus, in the automobile industry, large plants are employed solely on the production of such things as sparking plugs, valves, rims, gear wheels, universal joints, and in such complete units as engines, clutches, gear-boxes, axles, and steering gears, so that American cars are largely produced by the combination of a series of assembled parts, which manufacturers can buy more cheaply than they could make them in their own factories. In the case of those firms producing cars in their entirety in their own shops, concentrating on single models, most wonderful system prevails, the climax being perhaps reached by the travelling platform assembly, under which the chassis automatically passes on, during a period of some  $3\frac{1}{2}$  hours, coming in turn under the attention of successive series of men, who do nothing else but put on and screw up (say) a wheel. In this way a single factory can turn out over 1500 complete cars a day! In agricultural implements, simplification and standardized production have resulted in machines being sold at prices so low that it pays the farmer better to leave them in the open and to buy new ones when they fall to pieces. As a Canadian farmer said when criticized for the apparent folly of leaving expensive machines unprotected, "Well, mister, that machine only cost \$75. I suppose your people would spend \$100 for a barn to put it in? We find it pays better to leave it unprotected and when it falls to pieces buy a new one, with *all the later improvements in it.*" It may be mentioned that one manufacturer is now organizing a plant to produce light agricultural tractors at the rate of 500,000 per annum, although none has yet been sold, but a retail price of approximately £40 is confidently expected. Buggies are another large standardized article, and are retailed by some factories for as low as \$25 complete—four wheels, under-carriage, shafts, body and all—and a new set of wheels is sold for \$6.25! In roll-top desks and office furniture, reproductive methods in wood-working have given America very nearly a monopoly. Another line to which standardization is being applied with similar results is pianos, one method in the construction of which may be mentioned. Metal frames are employed and the entire number of holes—some 280 entering the frame in all directions—are drilled by one machine at one operation, the frames coming automatically under its operation and being as automatically removed when completed.

It will thus be seen that, where the market exists for any article, the manufacturer who has the pluck first to standardize and produce in quantities will find that the price at which he is thereby enabled to sell will get rid of his goods quickly and secure him the market.—From *Eclipse or Empire* (by kind permission).

#### EXERCISES TO NO. 11

1. Write a précis of the whole extract.
2. Use in sentences: automatic; identical; hostility; tradition; climax; approximately; monopoly; inevitably.
3. Write a short paragraph on each of the following: Guilds; William Morris; Ruskin; Carlyle; Henry Ford; dollars and cents; tractors.
4. Write down words beginning: auto-; mon-; aero-; hydro-

bi-; bio-; geo-; phys-; radi-; circ-; dia-; theo-; poly-; vice-; meta-; syn-; para-; eu-; peri-; retro-; State the meaning of each of them.

5. Short Essay: The Advantages and Disadvantages of Standardization.

6. Choose any article or product not mentioned in the extract and describe how it is made under methods of mass-production and standardization.

7. Divide the long paragraph into three smaller ones.

## No. 12. WILLIAM COBBETT, (1763-1835)

### A RURAL RIDE

WE got to Headley, the sign of the "Holly Bush," just at dusk, and just as it began to rain. I had neither eaten nor drunk since eight o'clock in the morning; and, as it was a nice little public-house, I at first intended to stay all night, an intention that I afterwards very indiscreetly gave up. I had laid my plan, which included the getting to Thursley that night. When, therefore, I had got some cold bacon and bread, and some milk, I began to feel ashamed of stopping short of my plan, especially after having so heroically persevered in the "stern path," and so disdainfully scorned to go over Hindhead. I knew that my road lay through a hamlet called Churt, where they grow such fine *bennet grass* seed. There was a moon, but there was also a hazy rain. I had heaths to go over, and I might go into quags. Wishing to execute my plan, however, I, at last, brought myself to quit a very comfortable turf-fire, and to set off in the rain, having bargained to give a man three shillings to guide me out to the northern foot of Hindhead. I took care to ascertain that my guide knew the road perfectly well; that is to say, I took care to ascertain it as far as I could, which was, indeed, no farther than his word would go. Off we set, the guide mounted on his own or his master's horse, and with a white smock frock, which enabled us to see him clearly. We trotted on pretty fast for about half an hour; and I perceived, not without some surprise, that the rain, which I knew to be coming from the south, met me full in the face, when it ought, according to my reckoning, to have beat upon my right cheek. I called to the guide repeatedly to ask him if he was sure that he was right, to which he always answered, "Oh! yes, sir, I know the road." I did not like this "I know the road." At last, after going about six miles in nearly a southern direction, the guide turned short to the left. That brought the rain upon my right cheek, and though I could not very well account for the long stretch to the south, I thought that, at any rate, we were *now* in the right track; and, after going about a mile in this new direction, I began to ask the guide how much farther we had to go, for I had got a pretty good soaking, and was rather impatient to see the foot of Hindhead. Just at this time, in raising my head, and looking forward as I spoke to the guide, what should I see, but a long, high, and steep hanger arising before us, the trees all along the top of which I could easily distinguish! The fact was, we were just getting to the outside of the heath, and were on the brow of a steep hill, which faced this hanging wood. The guide

had begun to descend, and I had called to him to stop, for the hill was so steep, that, rain as it did, and wet as my saddle must be, I got off my horse in order to walk down. But now, behold, the fellow discovered that he had lost his way! Where we were I could not even guess. There was but one remedy, and that was to get back if we could. I became guide now, and did as Mr. Western is advising the ministers to do, retraced my steps. We went back about half the way that we had come, when we saw two men who showed us the way that we ought to go. At the end of about a mile we fortunately found the turnpike-road; not indeed at the foot, but on the tip-top of that very Hindhead, on which I had so repeatedly vowed I would not go! We came out on the turnpike some hundred yards on the Liphook side of the buildings called the Hut; so that we had the whole of three miles of hill to come down at not much better than a foot-pace, with a good pelting rain at our backs.

It is odd enough how differently one is affected by the same sight under different circumstances. At the "Holly Bush" at Headley there was a room full of fellows in white smock-frocks, drinking and smoking, and talking, and I, who was then dry and warm, moralized with myself on their folly in spending their time in such a way. But when I got down from Hindhead to the public-house at Road Lane, with my skin soaking and my teeth chattering, I thought just such another group whom I saw through the window sitting round a good fire with pipes in their mouths, the wisest assembly I had ever set my eyes on; a real collective wisdom.

#### EXERCISES TO No. 12

1. Essay (a) Describe some unfortunate occurrence: e.g. getting lost in the rain; an unpleasant Channel crossing; a train accident; or  
(b) English country inns.
2. Explain: hanger; turnpike-road; moralized within myself.
3. "Heroically persevered," "Disdainfully scorned"; note the adverbs; choose a suitable adverb to go with each of the following verbs: I retraced my steps; he discovered he had lost his way; I was affected by the sight; I brought myself to quit the fire; I began to ask the guide how much farther we had to go; I called to him to stop.
4. How would you describe the *style* of this passage? With what other writers could you compare Cobbett?

#### NO. 13. MR. PEPYS SETS UP A CARRIAGE

1668, November 5. With Mr. Povy spent all the afternoon going up and down among the coachmakers in Cow Lane, and did see several, and at last did pitch upon a little chariott, whose body was framed, but not covered, at the widow's, that made Mr. Lowther's fine coach; and we are mightily pleased with it, it being light, and will be very genteel and sober: to be covered with leather, but yet will hold four. Being much satisfied with this, I carried him to Whitehall. Home, where I give my wife a good account of my day's work.

30. My wife, after dinner, went the first time abroad in her coach,

calling on Roger Pepys and visiting Mrs. Creed, and my cosen Turner. Thus ended this month with very good content, but most expensel to my purse on things of pleasure, having furnished my wife's closet and the best chamber, and a coach and horses, that ever I knew in the world and I am put into the greatest condition of outward state that ever I was in, or hoped ever to be, or desired.

December 2. Abroad with my wife, the first time that ever I rode in my own coach, which do make my heart rejoice, and praise God, and pray him to bless it to me and continue it. So she and I to the King's playhouse, and there saw *The Usurper*; a pretty good play, in all but what is designed to resemble Cromwell and Hugh Peters, which is mighty silly. The play done, we to Whitehall; where my wife staid while I up to the Duchesse's and Queene's side, to speak with the Duke of York; and here saw all the ladies, and heard the silly discourse of the King, with his people about him.

1669, April 11. Thence to the Park, my wife and I; and here Sir W. Coventry did first see me and my wife in a coach of our own; and so did also this night the Duke of York, who did eye my wife mightily. But I begin to doubt that my being so much seen in my own coach at this time may be observed to my prejudice; but I must venture it now.

May 1. Up betimes. Called by my tailor, and there first put on a summer suit this year; but it was not my fine one of flowered tabby vest, and coloured camelott tunique, because it was too fine with the gold lace at the bands, and I was afraid to be seen in it; but put on the stuff suit, I made the last year which is now repaired; and so did go to the Office in it, and sat all the morning, the day looking as if it would be fowle. At noon, home to dinner, and there find my wife extraordinary fine, with her flowered tabby gown that she made two years ago, now laced exceedingly pretty; and indeed, was fine all over; and mighty earnest to go, though the day was very lowering; and she would have me put on my fine suit, which I did. And so anon we went alone through the town with our new liveries of serge, and the horses' manes and tails tied with red ribbons, and the standards gilt with varnish, and all clean, and green reines, that people did mightily look upon us; and, the truth is, I did not see any coach more pretty, though more gay, than ours, all the day. But we set out, out of humour—I because Betty, whom I expected, was not come to go with us; and my wife that I would sit on the same seat with her, which she likes not, being so fine: and she then expected to meet Sheres, which we did in the Pell Mell, and against my will, I was forced to take him into the coach, but was sullen all day almost, and little complaisant: the day being unpleasing, though the Park full of coaches, but dusty, and windy, and cold, and now and then a little dribbling of rain; and what made it worso, there were so many hackney-coaches as spoiled the sight of the gentlemen's; and so we had little pleasure. But here was W. Batelier and his sister in a borrowed coach by themselves, and I took them and we to the lodge; and at the door did give them a syllabub, and other things, cost me 12s., and pretty merry.—From his *Diary*.

#### EXERCISES TO No. 13

1. Essay: "My First Day out in the New Motor-car." (Try to write as simply and as naturally as Pepys—but in correct modern English.)

2. Put into correct modern English—
  - (a) The body was framed . . . at the widow's that made Mr. Lowther's fine coach.
  - (b) I took them and we to the lodge; and at the door did give them a syllabub, and other things, cost me 12s. and pretty merry.
  - (c) "Thus ended" . . . to . . . "in the world."
  - (d) "Abroad with my wife" . . . "continue it."
3. Study Pepys' punctuation and indicate how it differs from that of to-day.
4. Mention any famous Diaries of which you have heard and say why they are interesting.
5. Short Essay—
  - (a) Thoughts on re-reading an old diary of your own.
  - (b) A specimen week—notes in your diary.
6. Use in sentences: prejudice, complaisant, complacent, discourse.

### No. 14. EDMUND BURKE (1730-1797)

#### THE BOND OF EMPIRE

FOR that service, for all service, whether of revenue, trade, or empire, my trust is in her interest in the British Constitution. My hold of the Colonies is in the close affection which grows from common names, from kindred blood, from similar privileges, and equal protection. These are ties, which, though light as air, are as strong as links of iron. Let the Colonists always keep the idea of their civil rights associated with your Government;—they will cling and grapple to you; and no force under heaven will be of power to tear them from their allegiance. But let it be at once understood, that your government may be one thing, and their Privileges another; that these two things may exist without any mutual relation; —the cement is gone; the cohesion is loosened; and everything hastens to decay and dissolution. As long as you have the wisdom to keep the sovereign authority of this country as the sanctuary of liberty, the sacred temple consecrated to one common faith, wherever the chosen race and sons of England worship freedom, they will turn their faces towards you. The more they multiply, the more friends you will have; the more ardently they love liberty, the more perfect will be their obedience. Slavery they can have anywhere. It is a weed that grows in every soil. They may have it from Spain, they may have it from Prussia. But until you become lost to all feeling of your true interest and your natural dignity, freedom they can have from none but you. This is the commodity of price, of which you have the monopoly. This is the true Act of Navigation, which binds to you the commerce of the Colonies, and through them secures to you the wealth of the world. Deny them this participation of freedom, and you break that sole bond, which originally made, and must still preserve, the unity of the Empire. Do not entertain so weak an imagination, as that your registers and your bonds, your affidavits and your sufferances, your cockets and your clearances, are what form the great securities of your commerce. Do not dream that your letters

of office, and your instructions, and your suspending clauses, are the things that hold together the great contexture of the mysterious whole. These things do not make your government. Dead instruments, passive tools as they are, it is the spirit of the English communion that gives all their life and efficacy to them. It is the spirit of the English Constitution, which, infused through the mighty mass, pervades, feeds, unites, invigorates, vivifies every part of the empire, even down to the minutest member.

Is it not the same virtue which does everything for us here in England? Do you imagine, then, that it is the Land Tax Act which raises your revenue? that it is the annual vote in the Committee of Supply which gives you your army? or that it is the Mutiny Bill which inspires it with bravery and discipline? No! Surely no! It is the love of the people; it is their attachment to their government, from the sense of the deep stake they have in such a glorious institution—which gives you your army and your navy, and infuses into both that liberal obedience, without which your army would be a base rabble, and your navy nothing but rotten timber.

All this, I know well enough, will sound wild and chimerical to the profane herd of those vulgar and mechanical politicians, who have no place among us; a sort of people who think that nothing exists but what is gross and material; and who therefore, far from being qualified to be directors of the great movement of empire, are not fit to turn a wheel in the machine. But to men truly initiated and rightly taught, these ruling and master principles, which, in the opinion of such men as I have mentioned, have no substantial existence, are in truth everything, and all in all. Magnanimity in politics is not seldom the truest wisdom; and a great empire and little minds go ill together. If we are conscious of our station, and glow with zeal to fill our places as becomes our situation and ourselves, we ought to auspicate all our public proceedings on America with the old warning of the Church, *Sursum corda!*\* We ought to elevate our minds to the greatness of that trust to which the order of Providence has called us. By adverting to the dignity of this high calling, our ancestors have turned a savage wilderness into a glorious empire; and have made the most extensive, and the only honourable conquests, not by destroying, but by promoting the wealth, the number, the happiness of the human race. Let us get an American revenue as we have got an American empire. English privileges have made it all that it is; English privileges alone will make it all it can be. In full confidence of this unalterable truth, I now lay the first stone of the Temple of Peace.—*Conciliation with America.*

#### EXERCISES TO No. 14

1. Give a short title for each of the three paragraphs.
2. Summarize the whole extract.
3. Re-write in Indirect or Reported Speech the lines beginning “As long as” and ending “unity of the Empire.”
4. What use does Burke make of (a) Interrogation; (b) Exclamation;

\* “Lift up you hearts!”

(c) Metaphor; (d) Balanced sentences; (e) Short effective sentences?  
Pick out examples to illustrate your answer.

5. "The cement is gone; the cohesion is loosened"—this device of repetition is a favourite trick of oratory. Find other examples in this extract or elsewhere.

6. Find the derivation of: chimerical, auspicate, mechanical, magnanimity, navigation.

7. The extract is part of a *speech*. You should read it *aloud* to judge its full quality. Do you know of any other greater Orators of the Past or the Present?

8. Essay: "The Growth of the British Empire."

9. *Paraphrase*: Re-write more simply the last paragraph.

## NO. 15. THOMAS CARLYLE (1795-1881)

### LABOUR

FOR there is a perennial nobleness, and even sacredness, in work. Were he never so benighted, forgetful of his high calling, there is always hope in a man that actually and earnestly works: in idleness alone is there perpetual despair. Work, never so mammonish, mean, *is* in communication with nature; the real desire to get work done will itself lead one more and more to truth, to nature's appointments and regulations, which are truth.

The latest gospel in this world is, Know thy work and do it. "Know thyself"; long enough has that poor "self" of thine tormented thee; thou wilt never get to "know" it, I believe! Think it not thy business, this of knowing thyself; thou art an unknowable individual: know what thou canst work at; and work at it, like a Hercules! That will be thy better plan.

It has been written, "an endless significance lies in work"; a man perfects himself by working. Foul jungles are cleared away, fair seed-fields rise instead, and stately cities; and withal the man himself first ceases to be a jungle and foul unwholesome desert thereby. Consider how, even in the meanest sorts of labour, the whole soul of a man is composed into a kind of real harmony, the instant he sets himself to work! Doubt, Desire, Sorrow, Remorse, Indignation, Despair itself, all these like hell-dogs lie beleaguering the soul of the poor day-worker, as of every man; but he bends himself with free valour against his task, and all these are stilled, all these shrink murmuring far off into their caves. The man is now a man. The blessed glow of labour in him, is it not as purifying fire, wherein all poison is burnt up, and of sour smoke itself there is made bright blessed flame!

Destiny, on the whole, has no other way of cultivating us. A formless chaos, once set it *revolving*, grows round and ever rounder; ranges itself, by mere force of gravity, into strata, spherical courses; is no longer a chaos, but a round compacted world. What would become of the earth, did she cease to revolve? In the poor old earth, so long as she revolves, all inequalities, irregularities, disperse themselves; all irregularities are incessantly becoming regular. Hast thou looked on the potter's wheel—one of the venerablest objects; old as the prophet

Ezekiel, and far older? Rude lumps of clay, how they spin themselves up, by mere quick whirling, into beautiful circular dishes. And fancy the most assiduous potter, but without his wheel; reduced to make dishes, or rather amorphous botches, by mere kneading and baking! Even such a potter were destiny, with a human soul that would rest and lie at ease, that would not work and spin! Of an idle unrevolving man, the kindest destiny, like the most assiduous potter without wheel, can bake and knead nothing other than a botch; let her spend on him what expensive colouring, what gilding and enamelling she will, he is but a botch. Not a dish; no, a bulging, kneaded, crooked, shambling, squint-cornered, amorphous botch—a mere enamelled vessel of dis-honour! Let the idle think of this.

Blessed is he who has found his work; let him ask no other blessedness. He has a work, a life-purpose; he has found it, and will follow it! How, as a free-flowing channel, dug and torn by noble force through the sour mud swamp of one's existence, like an ever-deepening river there, it runs and flows; draining off the sour festering water gradually from the root of the remotest grass-blade; making, instead of pestilential swamp, a green fruitful meadow with its clear-flowing stream. How blessed for the meadow itself, let the stream and *its* value be great or small! Labour is life: from the inmost heart of the worker rises his god-given force, the sacred celestial life-essence breathed into him by Almighty God; from his inmost heart awakens him to all nobleness—to all knowledge, "self-knowledge" and much else, so soon as work fitly begins. Knowledge? The knowledge that will hold good in working, cleave thou to that; for nature herself accredits that, says Yea to that. Properly thou hast no other knowledge but what thou hast got by working: the rest is yet all a hypothesis of knowledge; a thing to be argued of in schools, a thing floating in the clouds, in endless logic-vortices, till we try it and fix it. "Doubt, of whatever kind, can be ended by action alone."—From *Past and Present*.

#### EXERCISES TO No. 15

1. Paraphrase the paragraph beginning "Destiny . . ."
2. Write notes on: Hercules; Ezekiel; Mammon.
3. Use in sentences of your own: *perennial*; *beleaguer*, *assiduous*, *amorphous*, *celestial*, *hypothesis*, *chaos*. The italicized words are of Greek origin. Do you know any others?
4. *Figures of Speech*: (a) Define *simile*: quote examples from the extract. (b) Quote examples of *Personification* (c) and of *Apostrophe*.
5. A characteristic of Carlyle's style is the use of new compound words coined by himself. Pick out five examples from the text and state whether there was real need for each of these compounds. Re-write the sentence or phrase concerned so as to do without the compound word.
6. *Punctuation*: Criticize Carlyle's use of the *exclamation mark*. Select examples of his use of the *dash* and show what purpose this sign may serve.
7. "Carlyle's style is full of *mannerism*." Define "mannerism," illustrating your answer by quotations.

## No. 16. ROBERT HALL (1764-1831)

## REFLECTIONS ON WAR

WE cannot see an individual expire, though a stranger or an enemy, without being sensibly moved, and prompted by compassion to lend him every assistance in our power. Every trace of resentment vanishes in a moment: every other emotion gives way to pity and terror. In these last extremities, we remember nothing but the respect and tenderness due to our common nature. What a scene, then, must a field of battle present, where thousands are left without assistance, and without pity, with their wounds exposed to the piercing air, while the blood, freezing as it flows, binds them to the earth, amidst the trampling of horses, and the insults of an enraged foe! If they are spared by the humanity of the enemy, and carried from the field, it is but a prolongation of torment. Conveyed in uneasy vehicles, often to a remote distance, through roads almost impassable, they are lodged in ill-prepared receptacles for the wounded and the sick, where the variety of distress baffles all the efforts of humanity and skill, and renders it impossible to give to each the attention he demands. Far from their native home, no tender assiduities of friendship, no well-known voice, no wife, or mother, or sister, is near to soothe their sorrows, relieve their thirst, or close their eyes in death. Unhappy man! and must you be swept into the grave unnoticed and unnumbered, and no friendly tear be shed for your sufferings, or mingled with your dust?

We must remember, however, that as a very small proportion of a military life is spent in actual combat, so it is a very small part of its miseries which must be ascribed to this source. More are consumed by the rust of inactivity than by the edge of the sword; confined to a scanty or unwholesome diet, exposed in sickly climates, harassed with tiresome marches and perpetual alarms, their life is a continual scene of hardships and dangers. They grow familiar with hunger, cold, and watchfulness. Crowded into hospitals and prisons, contagion spreads among their ranks, till the ravages of disease exceed those of the enemy.

We have hitherto only adverted to the sufferings of those who are engaged in the profession of arms, without taking into our account the situation of the countries which are the scene of hostilities. How dreadful to hold everything at the mercy of an enemy, and to receive life itself as a boon dependent on the sword. How boundless the fears which such a situation must inspire, where the issues of life and death are determined by no known laws, principles, or customs, and no conception can be formed of our destiny except as far as it is dimly deciphered in characters of blood, in the dictates of revenge, and the caprices of power. Conceive, but for a moment, the consternation which the approach of an invading army would impress on the peaceful villages in this neighbourhood. When you have placed yourself for an instant in that situation, you will learn to sympathize with those unhappy countries which have sustained the ravages of arms. But how is it possible to give you an idea of these horrors? Here you behold rich harvests, the bounty of heaven and the reward of industry, consumed in a moment, or trampled under foot, while famine and pestilence follow the steps of desolation. There the cottages of peasants given up to the flames, mothers expiring through fear, not for them-

selves but their infants; the inhabitants flying with their helpless babes in all directions, miserable fugitives on their native soil. In another part, you witness opulent cities taken by storm; the streets, where no sounds were heard but those of peaceful industry, filled on a sudden with slaughter and blood, resounding with the cries of the pursuing and the pursued; the palaces of nobles demolished, the houses of the rich pillaged, and every age, sex, and rank, mingled in promiscuous massacre and ruin.

If we consider the maxims of war which prevailed in the ancient world, and which still prevail in many barbarous nations, we perceive that those who survived the fury of battle and the insolence of victory, were only reserved for more durable calamities; swept into hopeless captivity, exposed in markets, or plunged in mines, with the melancholy distinction bestowed on princes and warriors, after appearing in the triumphal procession of the conqueror, of being conducted to instant death. The contemplation of such scenes as these forces on us this awful reflection, that neither the fury of wild beasts, the concussions of the earth, nor the violence of tempests, are to be compared to the ravages of arms; and that nature in her utmost extent, or, more properly, divine justice in its utmost severity, has supplied no enemy to man so terrible as man.

#### EXERCISES TO No. 16

1. Write a title for each paragraph.
2. Write a précis of the whole extract.
3. Use in sentences: consternation, promiscuous, concussions, conception, adverted.
4. Form adjectives from: compassion, humanity, assiduities, hostilities, bounty, reflection. Give other adjectives with the same terminations as those you have just formed.
5. Distinguish between: industrious, industrial; contagious, infectious; barbaric, barbarous; insolence, indolence; triumphal, triumphant; natural, native.
6. Write a short imaginary conversation between a soldier and a civilian on: "Is war necessary?"
7. Compare Robert Hall's treatment of this theme with that of Carlyle given in the next extract.
8. *Paraphrase*: Re-write the last paragraph in simpler language.

#### No. 17. THOMAS CARLYLE WAR

WHAT, speaking in quite unofficial language, is the net purport and upshot of war? To my own knowledge, for example, there dwell and toil, in the British village of Dumdrudge, usually some five hundred souls. From these, by certain "Natural Enemies" of the French there are successively selected, during the French war, say, thirty able-bodied men; Dumdrudge, at her own expense, has suckled and nursed them: she has, not without difficulty and sorrow, fed them up to manhood,

and even trained them to crafts, so that one can weave, another build, another hammer, and the weakest can stand under thirty stone avoirdupois. Nevertheless, amid much weeping and swearing, they are selected; all dressed in red; and shipped away, at the public charges, some two thousand miles, or say only to the south of Spain; and fed there till wanted. And now to that same spot, in the south of Spain, are thirty similar French artisans, from a French Dumdrudge, in like manner wending: till at length, after infinite effort, the two parties come into actual juxtaposition; and Thirty stands fronting Thirty, each with a gun in his hand. Straightway the word "Fire!" is given: and they blow the souls out of one another; and in place of sixty brisk useful craftsmen, the world has sixty dead carcasses, which it must bury, and anew shed tears for. Had these men any quarrel? Busy as the Devil is, not the smallest! They lived far enough apart; were the entirest strangers; nay, in so wide a Universe, there was even, unconsciously, by Commerce, some mutual helpfulness between them. How then? Simpleton! their Governors had fallen out; and instead of shooting one another had the cunning to make these poor blockheads shoot.—*Sartor Resartus*.

#### EXERCISES TO NO. 17

1. Explain the subject-matter of this extract in your own words.
2. Compare the extract with that on "Labour." Notice Carlyle's use of Interrogation and his unusual Punctuation.
3. Use in your own sentences: mutual, juxtaposition, artisans, successively, infinite.
4. Criticize: Thirty stands fronting thirty; and anew shed tears for; mutual helpfulness between them; thirty stone avoirdupois.

#### No. 18. EDWARD GIBBON (1737-1794)

##### THE FALL OF CONSTANTINOPLE (1453)

THE noblest of the Greeks, and the bravest of the allies, were summoned to the palace, to prepare them, on the evening of the 28th, for the duties and dangers of the general assault. The last speech of Palæologus was the funeral oration of the Roman Empire: he promised, he conjured, and he vainly attempted to infuse the hope which was extinguished in his own mind. In this world all was comfortless and gloomy; and neither the gospel nor the church have proposed any conspicuous recompense to the heroes who fall in the service of their country. But the example of their prince, and the confinement of a siege, had armed these warriors with the courage of despair; and the pathetic scene is described by the feelings of the historian Phranza, who was himself present at this mournful assembly. They wept, they embraced; regardless of their families and fortunes, they devoted their lives; and each commander, departing to his station, maintained all night a vigilant and anxious watch on the rampart. The emperor, and some faithful companions, entered the dome of St. Sophia, which in a few hours was to be converted into a mosque, and devoutly received, with tears and prayers, the sacrament of the holy communion. He reposed

some moments in the palace, which resounded with cries and lamentations; solicited the pardon of all whom he might have injured; and mounted on horseback to visit the guards, and explore the motions of the enemy. The distress and fall of the last Constantine are more glorious than the long prosperity of the Byzantine Cæsars.

In the confusion of darkness, an assailant may sometimes succeed; but in this great and general attack, the military judgment and astrological knowledge of Mahomet advised him to expect the morning, the memorable 29th of May, in the fourteen hundred and fifty-third year of the Christian era. The preceding night had been strenuously employed: the troops, the cannon, and the fascines were advanced to the edge of the ditch, which in many parts presented a smooth and level passage to the breach; and his fourscore galleys almost touched with the prows and their scaling-ladders the less defensible walls of the harbour. Under pain of death, silence was enjoined; but the physical laws of motion and sound are not obedient to discipline or fear; each individual might suppress his voice and measure his footsteps; but the march and labour of thousands must inevitably produce a strange confusion of dissonant clamours, which reached the ears of the watchmen of the towers. At daybreak, without the customary signal of the morning-gun, the Turks assaulted the city by sea and land; and the similitude of a twined or twisted thread has been applied to the closeness and continuity of their line of attack. The foremost ranks consisted of the refuse of the host, a voluntary crowd, who fought without order or command; of the feebleness of age or childhood, of peasants and vagrants, and of all who had joined the camp in the blind hope of plunder and martyrdom. The common impulse drove them onwards to the wall: the most audacious to climb were instantly precipitated; and not a dart, not a bullet of the Christians was idly wasted on the accumulated throng. But their strength and ammunition were exhausted in this laborious defence; the ditch was filled with the bodies of the slain; they supported the footsteps of their companions; and of this devoted vanguard, the death was more serviceable than the life. Under their respective bashaws and sanjaks, the troops of Anatolia and Romania were successively led to the charge: their progress was various and doubtful; but after a conflict of two hours, the Greeks still maintained and improved their advantage; and the voice of the emperor was heard, encouraging his soldiers to achieve, by a last effort, the deliverance of their country. In that fatal moment, the janizaries arose, fresh, vigorous, and invincible. The sultan himself on horseback, with an iron mace in his hand, was the spectator and judge of their valour; he was surrounded by ten thousand of his domestic troops, whom he reserved for the decisive occasions; and the tide of battle was directed and impelled by his voice and eye. His numerous ministers for justice were posted behind the line, to urge, to restrain, and to punish; and if danger was in the front, shame and inevitable death were in the rear of the fugitives. The cries of fear and of pain were drowned in the martial music of drums, trumpets, and attaballs; and experience has proved that the mechanical operation of sounds, by quickening the circulation of the blood and spirits, will act on the human machine more forcibly than the eloquence of reason and honour. From the lines, the galleys, and the bridge, the Ottoman artillery thundered on

all sides; and the camp and city, the Greeks and the Turks, were involved in a cloud of smoke, which could only be dispelled by the final deliverance or destruction of the Roman Empire. The single combats of the heroes of history or fable amuse our fancy and engage our affections; the skilful evolutions of war may inform the mind, and improve a necessary, though pernicious, science; but in the uniform and odious pictures of a general assault, all is blood, and horror, and confusion: nor shall I strive, at the distance of three centuries and a thousand miles, to delineate a scene of which there could be no spectators, and of which the actors themselves were incapable of forming any just or adequate idea.

The immediate loss of Constantinople may be ascribed to the bullet, or arrow, which pierced the gauntlets of John Justiniani. The sight of his blood, and the exquisite pain, appalled the courage of the chief, whose arms and counsels were the firmest rampart of the city. As he withdrew from his station in quest of a surgeon, his flight was perceived and stopped by the indefatigable emperor. "Your wound," exclaimed Palaeologus, "is slight; the danger is pressing; your presence is necessary; and whither will you retire?" "I will retire," said the trembling Genoese, "by the same road which God has opened to the Turks"; and at these words he hastily passed through one of the breaches of the inner wall. By this pusillanimous act he stained the honours of a military life; and the few days which he survived in Galata, or the isle of Chios, were embittered by his own and the public reproach. His example was imitated by the greatest part of the Latin auxiliaries, and the defence began to slacken when the attack was pressed with redoubled vigour. The number of the Ottomans was fifty, perhaps a hundred, times superior to that of the Christians; the double walls were reduced by the cannon to a heap of ruins: in a circuit of several miles, some places must be found more easy of access, or more feebly guarded; and if the besiegers could penetrate in a single point, the whole city was irrecoverably lost. The first who deserved the sultan's reward was Hassan the janizary, of gigantic stature and strength. With his scimitar in one hand, and his buckler in the other, he ascended the outward fortification; of the thirty janizaries, who were emulous of his valour, eighteen perished in the bold adventure. Hassan and his twelve companions had reached the summit; the giant was precipitated from the rampart; he rose on one knee, and was again oppressed by a shower of darts and stones. But his success had proved that the achievement was possible; the walls and towers were instantly covered with a swarm of Turks; and the Greeks, now driven from the vantage-ground, were overwhelmed by increasing multitudes. Amidst those multitudes, the emperor, who accomplished all the duties of a general and a soldier, was long seen, and finally lost. The nobles, who fought round his person, sustained, till their last breath, the honourable names of Palaeologus and Cantacuzene; his mournful exclamation was heard: "Cannot there be found a Christian to cut off my head?" and his last fear was that of falling alive into the hands of the infidels. The prudent despair of Constantine cast away the purple; amidst the tumult he fell by an unknown hand, and his body was buried under a mountain of the slain. After his death, resistance and order were no more; the Greeks fled towards the city, and many were pressed and stifled in the narrow pass

of the gate of St. Romanus. The victorious Turks rushed through the breaches of the inner wall, and as they advanced into the streets they were soon joined by their brethren, who had forced the gate Phenar on the side of the harbour. In the first heat of their pursuit, about two thousand Christians were put to the sword; but avarice soon prevailed over cruelty, and the victors acknowledged that they should immediately have given quarter, if the valour of the emperor and his chosen bands had not prepared them for a similar opposition in every part of the capital. It was thus, after a siege of fifty-three days, that Constantinople was irretrievably subdued by the arms of Mahomet II. Her empire only had been subverted by the Latins; her religion was trampled in the dust by the Moslem conquerors.—From *The Decline and Fall of the Roman Empire*.

#### EXERCISES TO NO. 18

1. State in a few sentences the contents of each of the paragraphs and connect them up into a continuous account of the whole affair.
2. Look up and write short notes on: St. Sophia; Constantine XI (Palæologus); Mohomet; Ottoman; Byzantine.
3. Draw up a list of Turkish words used in the text and explain each one.
4. Write down synonyms for each of these: vigilant; lamentations; vagrant; adequate; avarice; vigour; science; oration; martial; prudent.
5. Write down words showing the same roots as those italicized: subverted; sustained; produce; impelled; sacrament; ascribed; oppressed; exclamation: pursuit; spectators. State the meaning of each root.
6. Use in your own sentences: delineate, eloquence, auxiliary, infidels, pernicious, dissonant.
7. Write a paragraph pointing out how “Gibbon’s majestic style is well adapted to his subject” (*Sidney Lee*).
8. Describe—  
 (a) Some real or imaginary battle; or  
 (b) an exciting football match;  
 trying to combine a clear account with a vivid narrative.

#### NO. 19. THOMAS HENRY HUXLEY (1825-1895)

##### EDUCATION AND LIFE

SUPPOSE it were perfectly certain that the life and fortune of every one of us would, one day or other, depend upon his winning or losing a game at chess. Don’t you think that we should all consider it to be a primary duty to learn at least the names and moves of the pieces; to have a notion of a gambit, and a keen eye for all the means of giving and getting out of check? Do you not think that we should look with a disapprobation amounting to scorn, upon the father who allowed his son, or the state which allowed its members, to grow up without knowing a pawn from a knight?

Yet it is a very plain and elementary truth that the life, the fortune and the happiness of every one of us, and, more or less, of those who are connected with us, depend upon our knowing something of the rules of a game infinitely more difficult and complicated than chess. It is a game which has been played for untold ages, every man and woman of us being one of the two players in a game of his or her own. The chess-board is the world, the pieces are the phenomena of the Universe, the rules of the game are what we call the laws of Nature. The player on the other side is hidden from us. We know that his play is always fair, just and patient. But also we know, to our cost, that he never overlooks a mistake, or makes the smallest allowance for ignorance. To the man who plays well, the highest stakes are paid, with that sort of overflowing generosity with which the strong shows delight in strength. And one who plays ill is checkmated—without haste, but without remorse.

My metaphor will remind some of you of the famous picture in which Retzsch has depicted Satan playing at chess with man for his soul. Substitute for the mocking fiend in that picture a calm, strong angel who is playing for love, as we say, and would rather lose than win—and I should accept it as an image of human life.

Well, what I mean by Education is learning the rules of this mighty game. In other words, education is the instruction of the intellect in the laws of Nature, under which name I include not merely things and their forces, but men and their ways; and the fashioning of the affections and of the will into an earnest and loving desire to move in harmony with those laws. For me, education means neither more nor less than this. Anything which professes to call itself education must be tried by this standard, and if it fails to stand the test, I will not call it education, whatever be the force of authority, or of numbers upon the other side.—*Essays*.

#### EXERCISES TO NO. 19

1. Express the same ideas as in this extract, illustrating them not by chess but by some other game with which you are familiar. Get as much meaning into the rules and technical terms as they will stand.
2. Find out the meaning of: chess, check, gambit, pawn, knight.
3. Use in your own sentences: primary, elementary, phenomena, intellect. Distinguish between primary, primitive; elementary, elemental; intelligent, intellectual.
4. What is a *sustained metaphor*? Illustrate from the text.

#### NO. 20. SAMUEL TAYLOR COLERIDGE (1800-1883)

##### ADVICE TO YOUNG AUTHORS

An imprudent man of common goodness of heart cannot but wish to turn even his imprudences to the benefits of others, as far as this is possible. If therefore any one of the readers of this semi-narrative should be preparing or intending a periodical work, I warn him, in the first place, against trusting in the number of names on his subscription list. For he cannot be certain that the names were put down by sufficient authority; or, should that be ascertained, it still remains to be known, whether they were not extorted by some over-zealous friend's

importunity; whether the subscriber had not yielded his name, merely from want of courage to answer, no; and with the intention of dropping the work as soon as possible. One gentleman procured me nearly a hundred names for *The Friend*, and not only took frequent opportunity to remind me of his success in his canvass, but laboured to impress my mind with the sense of the obligation, I was under to the subscribers; for (as he very pertinently admonished me,) "fifty-two shillings a year was a large sum to be bestowed on one individual, where there were so many objects of charity with strong claims to the assistance of the benevolent." Of these hundred patrons ninety threw up the publication before the fourth number, without any notice; though it was well known to them, that in consequence of the distance, and the slowness and irregularity of the conveyance, I was compelled to lay in a stock of stamped paper for at least eight weeks beforehand; each sheet of which stood me in five pence previously to its arrival at my printer's; though the subscription money was not to be received till the twenty-first week after the commencement of the work; and lastly, though it was in nine cases out of ten impracticable for me to receive the money for two or three numbers without paying an equal sum for the postage.

In confirmation of my first caveat, I will select one fact among many. On my list of subscribers, among a considerable number of names equally flattering, was that of an Earl of Cork, with his address. He might as well have been an Earl of Bottle, for aught I knew of him, who had been content to reverence the peerage *in abstracto*, rather than *in concretis*. Of course *The Friend* was regularly sent as far, if I remember right, as the eighteenth number; that is, till a fortnight before the subscription was to be paid. And lo! just at this time I received a letter from his Lordship, reproving me in language far more lordly than courteous for my impudence in directing my pamphlets to him, who knew nothing of me or my work! Seventeen or eighteen numbers of which, however, his Lordship was pleased to retain, probably for the culinary or post-culinary conveniences of his servants.

Secondly, I warn all others from the attempt to deviate from the ordinary mode of publishing a work by the trade. I thought, indeed that to the purchaser it was indifferent, whether thirty *per cent* of the purchase-money went to the booksellers or to the government; and that the convenience of receiving the work by the post at his own door would give the preference to the latter. It is hard, I own, to have been labouring for years, in collecting and arranging the materials; to have spent every shilling that could be spared after the necessaries of life had been furnished, in buying books, or in journeys for the purpose of consulting them or of acquiring facts at the fountain head; then to buy the paper, pay for the printing, and the like, all at least fifteen *per cent* beyond what the trade would have paid; and then after all to give thirty *per cent* not of the net profits, but of the gross results of the sale, to a man who has merely to give the books shelf or warehouse room, and permit his apprentice to hand them over the counter to those who may ask for them; and this too copy by copy, although, if the work be on any philosophical or scientific subject, it may be years before the edition is sold off. All this, I confess, must seem a hardship, and one, to which the products of industry in no other mode of exertion are subject. Yet even this is better, far better, than to attempt in any way to unite the

functions of author and publisher. But the most prudent mode is to sell the copyright, at least of one or more editions, for the most that the trade will offer. By few only can a large remuneration be expected, but fifty pounds and ease of mind are of more real advantage to a literary man, than the chance of five hundred with the certainty of insult and degrading anxieties. I shall have been grievously misunderstood, if this statement should be interpreted as written with the desire of detracting from the character of booksellers or publishers. The individuals did not make the laws and customs of their trade, but, as in every other trade, take them as they find them. Till the evil can be proved to be removable, and without the substitution of an equal or greater inconvenience, it were neither wise nor manly even to complain of it. But to use it as a pretext for speaking, or even for thinking, or feeling, unkindly or opprobriously of the tradesmen, as individuals, would be something worse than unwise or even than unmanly; it would be immoral and calumnious. My motives point in a far different direction and to far other objects, as will be seen in the conclusion of the chapter.

A learned and exemplary old clergyman, who many years ago went to his reward followed by the regrets and blessings of his flock, published at his own expense two volumes octavo, entitled, *A New Theory of Redemption*. The work was most severely handled in *The Monthly or Critical Review*, I forget which; and this unprovoked hostility became the good old man's favourite topic of conversation among his friends. Well! (he used to exclaim,) in the second edition, I shall have an opportunity of exposing both the ignorance and the malignity of the anonymous critic. Two or three years however passed by without any tidings from the bookseller, who had undertaken the printing and publication of the work, and who was perfectly at his ease, as the author was known to be a man of large property. At length the accounts were written for; and in the course of a few weeks they were presented by the rider for the house, in person. My old friend put on his spectacles, and holding the scroll with no very firm hand, began—"Paper, so much: O moderate enough—not at all beyond my expectation! Printing, so much: well! moderate enough! Stithing, covers, advertisements, carriage, and so forth, so much."—Still nothing amiss. Selleridge (for orthography is no necessary part of a bookseller's literary acquirements), £3. 3s. "Bless me! only three guineas for the what d'ye call it—the selleridge?" "No more, Sir!" replied the rider. "Nay, but that is too moderate!" rejoined my old friend. "Only three guineas for selling a thousand copies of a work in two volumes?" "O Sir!" (cries the young traveller) "you have mistaken the word. There have been none of them sold: they have been sent back from London long ago; and this £3 3s. is the the cellaridge, or warehouse-room in our book cellar." The work was in consequence preferred from the ominous cellar of the publisher's to the author's garret; and, on presenting a copy to an acquaintance, the old gentleman used to tell the anecdote with great humour and still greater good nature.—*Biographia Literaria*.

#### EXERCISES TO No. 20

1. Write a short summary of each paragraph.
2. Explain: caveat; copyright; went to his reward; language

more lordly than courteous; the rider for the house; pamphlet; at the fountain-head.

3. Use in sentences of your own: ominous, culinary, remuneration, opprobrious, anonymous.

4. Form nouns from the following words: calumnious, detracting, courteous, deviate, acquiring, receive, exposing, zealous.

5. Pick out examples of Coleridge's humour, e.g. play upon words, irony.

6. Write a business letter, choosing your own topic but bringing in the following terms: subscription, per cent, net profits, gross, purchase, money, custom of the trade, stamped paper, capital outlay.

7. Write one or two short anecdotes to illustrate the humorous side of any business or profession with which you are familiar.

### No. 21. "THE STAFF"

I AGAIN pay my tribute to the Staff for the assistance they have rendered in bringing about this remarkable transition from old methods to an up-to-date organization, and it is extremely gratifying to know that the new system has enabled us to institute a much higher standard of remuneration to our outdoor representatives than was possible formerly.

The average weekly earnings of our District Agency Staff for 1926 were £5, and the average bonus, expressed in terms of a weekly basis, was 13s., making a total of £5 13s. These figures compare with an average weekly income of approximately £2 5s. fifteen years ago.

I should like to emphasize another very important advantage secured by our staff under the new methods. Under the old commission system a period of reduced spending power on the part of our policy-holders was reflected in a corresponding reduction in the emoluments of our agents. The Block system, with its weekly salary basis, has preserved our representatives from the difficulties which in some areas have involved the whole community around them; a fact of which I am sincerely and unaffectedly glad.

In past years I have referred to the interchange of ideas between the Outdoor Staff and Chief Office, which is afforded by the *Bulletin* and the Consultative Committee. During the past year the amicable relationship, which has always existed between the various members of the Prudential staff and management, has been sustained and strengthened by the institution of conferences of new agents at Chief Office. Last year two such conferences were held, and over 400 newly appointed agents from all over the country paid their first official visit to Holborn Bars. The opportunity thus afforded was greatly appreciated by them and by those whose acquaintance they made in the various Divisions and Departments at Chief Office.

The value of such relationship cannot be overestimated, but it is also important that the technical equipment of our Staff should be brought to the highest possible degree of efficiency. With this aim in view we have prepared during the past year a series of handbooks dealing with the technical basis of Life Assurance, but expressed in simple and popular terms. The supply of these booklets to the Staff has been accompanied by lectures delivered to small groups of our

agency staff in a number of Districts by members of our Chief Office Staff whose technical knowledge fits them for this work. During the past year we were only able to cover two Divisions, but the work was very successful and so much appreciated that it will be continued until all Districts have been visited. The scope of the present lectures has been confined to the fundamental principles of our business, and is preliminary to the development of a still more comprehensive Educational course.

In this way we are fitting our staff to be more capable than ever of demonstrating the larger part which Assurance can and should play in meeting the needs of our complex social system.

Our Staff has responded generously to the improved scale of remuneration which has been rendered possible by the reduced expense ratio, and they are as keen as many now present in this room for the continued reduction of the expenses and the rapid extension of our business.

The movement amongst thinking employers and employed to get together and consider problems needing solution in connection with their respective industries naturally meets with our warm approval, for the road is familiar to us, and has, we believe, already led the Company and its Staff to a land of greater promise and security.—From Report of an Assurance Company for 1927.

#### EXERCISES TO NO. 21

1. Write a précis of the above passage.
2. Write a short essay on: "The Relations of Employers and Employees."
3. Use in sentences of your own, the words: transition, emoluments, bonus, fundamental, technical, comprehensive.
4. Give the contrary of: gratifying, amicable, efficiency, emphasize, extension.

#### NO. 22. TRADE REVIEW

FROM the purely British point of view it would be better if our exports to America increased and our imports from her decreased. Before the war there were several bridges over the gap between the two. We were creditors of America. We owned about £1,100,000,000 of American capital. That brought us in about 50 to 60 million pounds annually in interest and dividends; in other words, it paid for so much of the surplus imports. And we had other advantages which have since gone. I said earlier that our necessities to sell goods to America had reached their highest point in the post-war years. This arises from the fact that, by reason of our reduced wealth, and by reason of the American debt settlement involving a heavy payment of about £35,000,000 annually, we do not stand in our trade with America with the hidden reserves we used to have. We could once afford to look calmly on our export disadvantage; to-day we must face its implications.

I have so far been looking at our trading relations with America in the direct and obvious sense; that is as exchange of visible goods between the two countries. I think the facts show that we need a readjustment of trade, visible and invisible, between the countries; but, of course, we do not trade as between nation and nation only. Our trade is world-wide, and what we are deficient in regard to the

United States we must make up elsewhere in the following ways—(1) extra sale of goods, (2) ownership of capital employed in foreign countries, (3) shipping, or (4) financial and general services. These are the things which pay for all our imports wherever they come from.

When we turn to Europe we find tariff barriers our greatest hindrance now that the process of inflation, taking the broad view, has stopped. This page is a banking page; round it are the announcements of various banks, all of them interested in making and helping forward international trade. Bankers, Big Five, or little Thirty-Five, home or Dominion or foreign, want trade between countries to proceed smoothly, and are prepared to render all help in getting over the hard places. What do the bankers think of tariff wars in Europe? Was there ever a more impressive manifesto than that which they published last year, signed by industrialists as well as bankers all over the world, against tariff barriers. That manifesto was a great public service.

Russia, China, and tariffs—these are now the greatest obstacles to good world trade, and perhaps the greatest of these is tariffs.

Our own trade outlook is brighter, but by no means so bright as it would have been if the above obstacles had not arisen. For some time to come we have to score out from our maps of possible markets large areas walled in by tariffs or political revolt.

Can we none the less look for a British trade revival in 1927? In the speeches of the great bankers recently one saw that they had a reasonable hope. The great industrialists are also mildly hopeful. This much is sure, that every bank is preparing itself, or, rather, has prepared itself, to respond to growing trade demand so far as it can. The chief need is not so much in the machine of trade and banking. That is ready and efficient. Everybody admits this of the banks, but not of industry. But, as a matter of fact, British industrial equipment and science are still unequalled; we can still make the world's best steel, turbines, steam engines, locomotives, build its best ships; spin its best cotton and wool fabrics; and construct its finest motor-cars. The machine is ready and efficient, but we want some fuel, some fresh energy to cause it to work better. And there come in larger questions than this article can treat. The Government and the Bank of England have the directing hand. They and the joint-stock banks and the representatives of industry and trade, and, not least, the wage-earners, must all pull in one direction to make the wheels of trade hum. On every side this is growingly realized, and this crucial year of 1927, in which probably the final struggles of our uphill post-war climb will be fought, will see the real revival of trade if the common point of view comes to all classes in this time.—*Daily News*.

#### EXERCISES TO No. 22

1. Write a précis of the above extract.
2. Write a short title for (a) the second paragraph, (b) the last paragraph.
3. What is a *Metaphor*? Pick out metaphors in this extract.
4. Explain: manifesto, tariff, dividend, inflation, reserves.
5. Expand the lines from "British industrial equipment . . . to . . . motor-cars" into a short essay on British Industries.

### NO. 23. DIFFICULTIES IN RAILWAY OPERATING (AFTER A COAL STRIKE)

Now, having told you the reason for our purchases of foreign coal and what that policy cost us, and how essential it was in the national interests, let me say a word or two about another result of that policy. The situation that arose before the working of home coal had got into full swing, and indeed since, has been one of unprecedented difficulty. The importation of foreign coal practically reversed the flow of coal traffic in this country, and created difficulties in working not encountered under normal conditions. Areas which had previously drawn their supplies from pits in the neighbourhood had to be fed from the ports—e.g. coal produced in Lanarkshire and Ayrshire is normally consumed in the immediate locality or is transported to the coast for export; and it will be appreciated that the importation of coal into these counties involved an entirely different method of working.

Large quantities of imported coal were carried from the Thames, South Wales, and Bristol areas to destinations in the North, whilst heavy imports had to be worked away from Birkenhead, Barrow, and Scottish ports.

Normal routes for coal traffic were completely upset, not only by the importation of foreign coal, but also by the unusual flow of English coal from areas where the pits were able to keep open—e.g. the South Leicestershire and Warwickshire collieries usually produce coal for the South and West of England, but for a time there was a big flow from these districts to Lancashire and even to Scotland.

Now, when you are dealing with a large and constant traffic like the coal traffic in this country, it is necessary to provide, not only locomotives and wagons, but—more important still—sidings, concentration, marshalling, and sorting depots, where loaded wagons from the pits are brought and sorted out and made up into train-loads for destination.

These sidings are all provided near the place of origin.

Now, when the flow of the traffic is reversed, and when ports become the place of origin rather than the place of destination, you are faced with the difficulty of dealing with a large traffic without any of the siding and sorting facilities which are necessary for the quick handling of it. This at once means difficulty and delay. Then the abnormal routes for coal traffic have meant longer hauls. A longer haul means that a wagon is under load for longer than usual. If your wagons are under load longer than usual, and your locomotives are having longer journeys to perform, the result is that your rolling stock—adequate in normal times—becomes apparently too small. Hence the cry of shortage of wagons.

Again, the revival of various industries and their consequent demands for coal has not been uniform, and this has added to the tendency for the flow of coal to be in unaccustomed directions.

I have already spoken of the bad quality of the coal we had to use, and its effect on increased casualties and increased repairs, and, finally, at the same time that we had to deal with this abnormal traffic, we had also to carry the quickly increasing output of our own pits—at the beginning of this year approaching record figures.

So that it is really difficult to exaggerate the problems which our operating staff have had to cope with.

I tell you all this, not for the purpose of making excuses, but in order that the facts may be known, and that there shall be some recognition, not only of the difficulties in which the railway have been working, but of the fact that those difficulties were very largely the direct result of our determination last October to carry on and do our utmost to help the country and not to cut our services.—SIR GUY GRANET (L.M.S. Railway).

#### EXERCISES TO No. 23

1. Write a précis of this extract (which is a model of lucidity).
2. Explain: sidings, depots, rolling stocks, "cut our services," policy, output.
3. Give the contrary of: exaggerate, normal, adequate, shortage, unprecedented, essential.
4. Use in sentences of your own the following phrases: place of origin; reversed the flow; method of working; into full swing, immediate locality: operating staff.
5. Short Essay: "The Coal-fields of England."

#### No. 24

YET, as I have already indicated, the year 1926 was marked by the opening of valuable new means of travel. The extension of the City and South London Railway from Clapham common to Morden was completed and opened for traffic on 13th September. In the remaining fifteen weeks of last year the number of passengers grew from 300,000 in the first week to 420,000 in the last week, or by 40 per cent, and altogether numbered 3,500,000. It is still growing. Further, the Hampstead section of the London Electric Railway was extended from Charing Cross via Waterloo to Kennington at the same time, but as this only constitutes a fresh link in the Underground system as a whole, and is paralleled in part by the Baker Street and Waterloo section of the same railway, I cannot give you any accurate figures for the result.

The Edgware Extension of the London Electric Railway, which was completed in August, 1924, has continued to develop its traffic, though at a much slower rate than was anticipated. The traffic for the month of December, 1926, was 674,000 measured by passengers, as compared with 594,000 for the month of December, 1925. The growth is therefore equal to 14 per cent only. Yet I can only record at this moment that these extensions upon which we have ventured remain a burden upon our resources, and some time must still elapse before we can safely count upon their having secured a traffic adequate for their support; and while this is the situation, we are faced with a recurring outcry for still more underground railways. The London and Home Counties Traffic Advisory Committee, established under the London Traffic Act, 1924, has served as a focus-point for this agitation. The Committee has now inquired into the traffic needs of three sectors of London—the North-East, the East, and the South-East. In all three, the conclusion has been that underground railways are wanted to relieve the

congestion of the main street arteries, that substantial improvements are necessary to augment the capacity of the existing railways. Nothing could be more gratifying to us than to undertake to meet the demands which are put forward; when I remembered that the cost of one such extension could not very well be less than £4,000,000, I am compelled to refrain from putting any proposals before you as shareholders.

Apart from such exceptional items, there are one or two items in connection with expenditure to which I should draw your attention. We have been successful in reducing the cost of working all your undertakings. The cost per car mile of operating the railways has fallen in the course of the year by 1½ per cent excluding the excess cost of coal; and the cost per car mile of operating the omnibuses has fallen in the course of the year by 3½ per cent.

In this present year we have so far had to pay upwards of £400,000 in respect of licensed vehicle duty upon the motor omnibuses, as against £330,000 for the whole of last year, an increase of £70,000, or 21 per cent. There seems to be a temptation to carry the taxation of public service vehicles to the limit at which the present level of fares can be retained. Yet in a business which operates with such a narrow margin between gain and loss as the motor-omnibus business, such a policy is full of risk, for I affirm that only a prosperous transport undertaking can give to London the service that is being afforded by the Common Fund Group of Companies in which the London General Omnibus Company is a partner.

It is of interest to note the extent of the burdens which have been laid by Parliament upon this group of companies. In last year the sum required to meet them was £711,000, which represented 5 per cent of the gross receipts, and the equivalent of no less than 88 per cent, of the amount distributed for the year in dividends upon ordinary stocks and shares. Of this sum £589,000 was paid to meet taxation in the strict sense; the balance of £122,000 was represented by contributions towards health, pensions, and unemployment. It should not be forgotten that at least one-fifth of the amount distributed in dividends must also be paid over to H.M. Treasury in income tax, so that, in effect, the shareholders receive not more than £648,000, while the Government receives £751,000 out of the results of our labours last year.

Of all the routes and sections of routes which we worked in 1926, 87, or 29 per cent, did not earn sufficient to pay their expenses and the sum set aside for renewal and depreciation in respect of the vehicles employed upon them. Fortunately, as might be expected, they are routes of light service and, as I have already told you in another connection, they represent only 12 per cent in volume of our total operations. Yet I wish to call your attention particularly to this aspect of our operations, because it is in this respect that our policy differs, so vitally for London, from the policy of those who have come into the omnibus business since the war and who are inclined to exaggerate their success and to overrate the value of their services to the public as compared with those of your company. Whatever success they may have attained has been secured in the main by holding to routes which had already been developed and established by your company and its associates or by tramways.

I am speaking for a moment to a wider audience than is in this room. Our service is, I submit, one of public distinction, for we are fulfilling a public need. Last year was a good year, but given peace in industry as I have outlined it, this year should be a better year. We need it. Last year we were lucky in the weather. We had a succession of fine weekends in the summer months. If coal was dearer, petrol and rubber were cheaper. Our fortune turns on so many factors: we are always full of disappointments and compensations. Still, the balance appears to be turning at long last in our favour and revives our hopes of being able to give satisfaction to all, whether passengers or shareholders or employees. In so far as we can deserve our good fortune by our own efforts and perseverance you may rely upon us, upon our officers, and, I trust, also upon our staff as a whole.—*Underground Railway Group Report.*

#### EXERCISES TO NO. 24

1. Write a précis of the above extract.
2. Supply a title to the whole and to each paragraph.
3. Write a short essay on: "Means of Transport in London."
4. Spelling: paralleled; recurring; overrate; developed; perseverance.
5. Explain each of the following in a short paragraph: Income Tax; Health Insurance; H.M. Treasury; licensed vehicle duty.
6. Use in sentences: focus; congestion; arteries; stocks and shares; factors; augment; sectors; items.

#### NO. 25. A SHORT ANNUAL REPORT

THE Twentieth Annual Ordinary General Meeting of Rolls-Royce, Ltd., was held on Monday at the Midland Hotel, Derby.

Lord Wargrave (the chairman) moved the adoption of the Report, and, after dealing with the balance sheet, said: The profit for the year amounted to £100,606, and there is £119,897 for disposal. Your directors recommend a dividend of 8 per cent for the sixth year in succession and propose to place £10,000 to income tax account, £20,000 to reserve fund, and to carry forward £24,794.

Since we last met the company has sustained a grievous loss by the death of Mr. Claude Johnson, to whose policy, coupled with the engineering achievements of Mr. Royce, it owes its present pre-eminence. A memorial to him, designed by Sir Herbert Baker, and with an inscription written by Mr. Rudyard Kipling, is to be erected at the works. Mr. Basil Johnson, who has been appointed the new managing director, was previously the general manager, and for twelve years shared with his brother the management of the company's affairs.

The past twelve months have been a period of grave anxiety for every commercial concern in this country. The effect upon this company during the strike was an inevitable decrease in the steady volume of orders, coupled with an equally inevitable increase in costs of production. In the circumstances, the management may be congratulated on the results achieved.

During the past year there has been a periodic recurrence of rumours

that it is the intention of the directors to make an issue of bonus shares. It seems advisable, therefore, to repeat that such rumours are without foundation; it is essential, in the light of our experience, that our reserves should be fully maintained. The accounts still show, that no value is yet placed upon this company's holding in the Rolls-Royce of America, Inc.

Since the resumption of ordinary trading conditions the demand for the company's chassis has resumed its normal standard, a tribute to the unexampled pre-eminence of the company's cars amongst discerning buyers. The knowledge that we are the manufacturers of the two most perfect chassis in the world does not blind us to the fact that this position is maintained by our policy of continuous experiment. The smallest details are subject to most searching tests. It is only by this policy that we can remain at the head of the motor-car industry, both in quality and in value. Never in the history of the company have any of its cars met with the universal success and approbation accorded to the new Phantom and the latest 20 h.p. chassis.

The era of an ideal when universal peace shall reign seems a vain dream. Warlike operations have been necessary during the year in many parts of the world, and in every case the aeroplane has proved essential. It cannot be neglected with any measure of prudence, either in peace or in war. It is regrettable that many hundreds of our highly trained aero engine workmen have been discharged because the amount of aero engine work entrusted to us has failed to keep pace with the facilities we have already established. We have, however, been able to retain the services of our aero engine key men by transferring some, where necessary, to other departments in our works. Experiments and fresh designs recently carried out under the skilful guidance of Mr. Royce will shortly, we believe, be crowned with success, which should further enhance the esteem in which his genius is already held in aviation circles.

Our existing aero engines continue to maintain their reputation for unparalleled reliability. Quite recently three flying boats, equipped with Rolls-Royce Eagle engines, accomplished a memorable flight of 4500 miles across Africa. Another flying boat, fitted with two Rolls-Royce Condor engines, succeeded in carrying fifty-five passengers at one time in its trials on Lake Constance. Such an achievement was as unique to-day as was the conquest of the Atlantic made by our engines in 1919. The first flights across the North and South Atlantic and to Australia, South Africa, and India were all made by Rolls-Royce engines.

Lord Herbert Scott seconded the motion, which was carried.

#### EXERCISES TO NO. 25

1. Express in a short paragraph your impressions of the prospects of the company mentioned.
2. Explain the terms: Ltd.; Inc.; balance sheet; moved the adoption of the Report; h.p.; chassis; seconded the motion; "key men."
3. Write paragraphs on: Mr. Rudyard Kipling; Lake Constance.
4. A short essay on: "The Motor-car and the Aeroplane as Means of Transport."

5. Re-write in Reported or Indirect speech from "The era" to "aviation circles."
6. Write a précis of the Report.

## No. 26. ANOTHER ANNUAL REPORT

THE Annual General Meeting of this company was held yesterday at the Cannon Street Hotel, London, E.C.

Mr. C. E. Gunther (Chairman and Managing Director) first dealt with the accounts, and pointed out that the share premium reserve account had, together with the appropriation of £50,000 made at the last general meeting, now been merged into the general reserve fund, which stood in the balance sheet at £1,275,000. With the addition now proposed to be made to this fund the total reserve would be brought up to the figure of £1,325,000. The profit, amounting to about £320,000, was not quite up to the high level attained last year, but it was to be remembered that the period under review followed on two years which recorded handsome increases, and that conditions, both in this country and on the Continent, had, owing to many causes, been less favourable generally to trade.

Having regard to all the circumstances prevailing during the year, he thought the directors could claim that the results were not unsatisfactory; and they looked forward with hope that a return to greater business activity and employment, which should result from a greater stability of Continental monetary values, would be followed by a period of improved business and prosperity. The profit allowed them to recommend the distribution of a dividend at the same rate as last year. They proposed the payment of a final dividend of 9s. per share, making, with the interim dividend already paid, a total distribution of 16s. per share, free of income tax.

Trading on the Continent has been attended with difficulties, due to the depreciation in currency values, which, in Belgium and France, assumed larger proportions during the year under review than in any year since the termination of the war. With stabilization an accomplished fact in Belgium, and the promise of similar measures in France and Italy, they could look forward, he hoped, once the purchasing capacity of the public became adjusted to the new basis of values, to seeing the Continental business on a more satisfactory basis.

In spite of the difficulty and unsettled times which the prolonged stoppage in the coal industry had so disastrously brought on this country, with the resulting increase of unemployment and reduction in purchasing power of the population, the company's sales had been wonderfully good, having in certain lines topped previous high levels. It was in no small measure due to the enthusiasm and efforts of the Sales Organizations that those good results were due.

During the greater part of the year under review the price of cattle in the River Plate had remained remarkably steady, with a rising tendency towards the end, which generally accompanied the advance of winter, but with the advent of spring a sharp decline in values occurred. The year 1925 showed a very material decline—some 456,000 head—in the number of cattle handled by the freezing establishments in Argentina, as compared with the record figure attained during 1924, and

during 1926 a further decline of about 273,000 head up to the end of October, as compared with 1925, had been recorded. It was not unreasonable to suppose that the lesser marketing of cattle had led to a certain accumulation of stocks, which had lately been offered in larger quantities than could be readily absorbed. The pressure to sell had brought in its train a fall in prices, with the accompanying outcry from stock raisers and graziers for the introduction of legislative measures to remedy a situation resulting purely from economic circumstances. The decrease in exports during 1925 and 1926 had coincided with, and had undoubtedly been influenced by, the higher range of cattle values ruling during these years. The reduction in exports of beef from Argentina was almost entirely due to a decrease in demand from the Continent. This loss of markets presented the Argentine cattle industry with a problem, and they would have seriously to consider whether the outlet provided by the Continental markets had not been adversely affected by the higher range of cattle values ruling during the period which had coincided with the decrease in exports. It seemed that the interests of the South American cattle industry lay in the direction of making every endeavour to cheapen the cost of production and to extend the markets for their produce rather than in introducing legislation which, while it might have the effect of artificially raising prices for a time, must eventually curtail still further the markets which provided the present outlet. The principal direction in which costs could be economized was in a reduction of the present heavy taxation, which fell ultimately upon the producer.

Turning to South Africa, the growth and grading up of the company's herds continued their normal course, and they were able to market their steers and surplus stock from Southern Rhodesia at a rather better price than that of the previous year. The outlet for cattle from South-West Africa had again been restricted, but with the opening up of the new freezing works at Walvis Bay, which were nearing completion, regular market for better quality steers should be available. The cattle situation generally in South Africa had shown considerable improvement, and it was anticipated that the export of frozen beef, practically all to the Continent of Europe, which had increased with such rapid strides during the past three years, would receive further encouragement and impetus when the freezing works were completed.

The company's pedigree stock had again won notable distinction in the show yard, both at home and abroad.

The report and accounts were unanimously adopted.—From *Annual Report of Liebig Company*.

#### EXERCISES TO NO. 26

1. Write a short newspaper paragraph estimating the situation of this company.
2. Explain: premium, final dividend and interim dividend, depreciation in currency; pedigree stock; appropriation.
3. Write short paragraphs on: River Plate; Argentina; Rhodesia.
4. Essay: "How England is Fed."
5. Write a précis of the whole Report.
6. Use in sentences: legislate, unanimous, impetus, basis, tendency.

## No. 27. MODERN TENDENCIES IN INDUSTRY

IT would seem, so far as I am able to judge, that the spirit of the age is developing industry on the following main lines. First, there is in progress a rapid broadening of the area of capital; the joint-stock system is quite rapidly breaking up the ownership of capital and passing it on in small parcels to the little shareholder. As a consequence of this, the owners of capital delegate the control of their business to professional managers, who are paid chiefly by salaries.

Next, there is a marked tendency to amalgamation of businesses on the largest possible scale. And, finally, there is a growing recognition of the fact that this amalgamation must not proceed to the point where it becomes a monopoly or a menace either to the State or the worker, and this consideration brings with it the definite reservation by the State of such a controlling influence as will provide that the public interests of all are duly observed, and that there shall be nothing in the nature of exploitation in any private interest.

The future organization of industry will be ruled by the two main principles—that production must be upon the largest possible scale, but that it must be vitalized by rivalry and competition; and to this end the State will intervene to see there is no danger of monopoly or operation in the interest of one particular class.

Let me illustrate this by the case of our own industry, namely, banking. You know that it is not long since bank amalgamations were proceeding at a rapidly accelerating pace, till it seemed likely that the whole banking business of the country might be collected into a few hands. The State thereupon intervened, and laid a veto upon any more amalgamations by the big banks; that veto is still in force. But the control of the State goes even farther than this. The banks have been deprived by the State of the control of currency and the power of creating credit involved in it. That, which was once considered to be the very essence of banking, now belongs to the Treasury. And the control of the rate of interest, by which all deflation or inflation is managed, has equally been confided to the Bank of England, and in this the joint-stock banks have no voice whatever.

Beyond this, the Bank of England, acting with, if not directly on behalf of, the Government, exercises a very real control over the policy of the joint-stock banks, as was made clear enough very recently in the enforcement of the embargo on the issue of foreign loans. And, generally, the banks recognize it as their duty to support the policy of the Bank of England. They are thus, for all practical purposes, as much under control as if they were nationalized, while, at the same time, instead of being governed by a bureaucracy and red tape, they are stimulated by the keenest of competition among themselves, and by a professional pride in the standard of efficiency thus set up and maintained.

Moreover, their management is practically democratic. The holdings of shares in the Big Five Banks are, as you doubtless know, so numerous that each holding represents a very small capital. There are in effect about 275,000 shareholders among the five, owing an aggregate capital of over £60,000,000, giving an average holding of under £220; the subdivision of capital can hardly go much farther. Moreover, the executive control is entirely in the hands of the staff. The

directors, to whom the duty of supervision is entrusted, are themselves the paid servants of the shareholders.

Another rapidly growing and important industry which is now in course of reorganization on very similar lines is that of electric supply. So far as London is concerned, the lines were laid down some forty years ago, with the idea of establishing active competition. London was divided up into a number of small areas, some of which were handed over to municipalities, others to private companies; in the latter case provision was always made for two competing companies in each area. The system worked fairly well at first, but as the supply developed, the limitations of the small companies became intolerable; amalgamation was forbidden, and the supply of London was seriously threatened.

Legislative provision has now been made by which the London area is divided between large groups of companies and local authorities associated in a manner which will enable electric energy to be produced on the largest scale, while the charges of the companies are strictly limited, and the harmonious working of the whole is entrusted to a Joint Electricity Authority working under the ultimate control of the Electricity Commissioners, a public body. The new Electricity Act, which has just been passed, is, in intention at least, an extension of the same general principle to the whole country. In the case of the railways I need hardly remind you that the same policy of amalgamation in large groups under the control of a body of commissioners has been carried through by legislation.

This appears to me to be the constructive tendency which is shaping the future of industry. It involves a recognition of the fundamental fact that, in order to induce men to put forth their full energy in production, it is necessary to foster the spirit of rivalry, which is only stifled by official monopoly. And at the same time it recognizes a sentiment which has imposed itself upon the public conscience, a sentiment which is too powerful to be ignored.

This is the conviction that those who are in control of great businesses must operate with due regard for the common weal, and not only for their private profit; that the management of great aggregations of industrial power is not merely a private but a public trust.—Dr. WALTER LEAF.

#### EXERCISES TO No. 27

1. Write a précis of the whole extract.
2. Explain the terms: Joint-stock; amalgamation; deflation; inflation; rate of interest; currency.
3. Use in sentences: embargo; supervision; limitations; intolerable; fundamental; aggregation; intervened; exploitation.
4. Explain the subject-matter of this extract in very simple language.
5. Essay: "The Advantages and Disadvantages of State Control of Industry."
6. State the meaning of the italicized parts of the following words: *vitalized*; *intervene*; *involved*; *progress*; *definite*; *observed*; *supervision*; *associated*; *constructive*; *legislation*. Give other words containing the same roots.

## No. 28. GRAY AND TURNER

## GREAT BRITAIN UNLIMITED

Now to descend from the general and spiritual aspect of the matter to the particular and practical. Consider, for instance, the future of our great Cotton industry. A serious problem is set for us to solve in the fact that the United States, on whom Great Britain has depended for raw material, is year after year consuming within her own borders a larger and larger proportion of her crop. In this year (1916) she will require for her own purposes six to seven million bales, that is, nearly one-half of her whole produce. Contrast this huge consumption with that of ten years ago, and the consequences seem clear enough. We shall have to look elsewhere in the immediate future for our raw material. Where is such relief to be found? The answer is obvious. Within the bounds of our own vast Empire. There are millions of acres in Egypt, in the Soudan, and, of course, in India, where all the cotton we are ever likely to require can be grown, provided we call science to our aid, which will teach us, through research and experiment, how, when, and where to provide the culture of the right sort to suit all the various soils.

Look at Timber—and here again let us borrow a lesson from our chief enemies. Germany, in spite of her teeming population and her self-supporting areas of agriculture on poor soils, yet has found time to develop her forests through scientific study in the best school of Forestry in the world. With science as her helpmeet, she earns an annual income of £8,000,000 from her sale of timber; and so skilful is her manipulation of the industry, that, like the widow's cruse, the more it is drained of trees, the more room is found for the saplings to grow. There is a never-ending re-production.

Now turn back to the British Empire and her boundless stores. Not to speak of the lumber-trade in Eastern Canada, the Empire owns in British Columbia vast forests of the finest trees in the world, though hitherto cruelly devastated by fires accidentally or maliciously caused. A system of afforestation scientifically developed would not only supply our Empire, but become a source of imperial income to which the German revenue could never hope even to approximate.

Or take Coal. The coal of the Motherland, unrivalled in quality, if economically won, and scientifically used, would give us the cheapest power upon earth. It needs but the application of unrestricted labour, and, above all, of scientific process, to achieve this consummation—a consummation which would not only make us fabulously rich, but also make us wonderfully clean, so that we should be barely recognizable to each other. What sceptic will dare to maintain that the days of miracles are past? Let him listen to one which Science, the great Conjurer, has power to work if we will but use her. Seventy tons of soot fall every month on each square mile within the precincts of the great city of Manchester—not to speak of the mighty "sweeps" of other industrial areas. By the wave of the wand of science, allied to the organizing power of the business man, those countless tons of fuel and unconsumed material—now lying like an abomination of desolation where it ought not—these sprawling acreages of soot may be converted into countless useful products and raw materials of industry. Will it

be believed (and yet it is a sober fact) that the present wastage in by-products of coal is greater in annual value than the entire world's output of gold? That value is to-day going up our smoke-stacks, puffing itself out into our faces, defiling our country-side, poisoning man and beast and plant—in one black burial blent. The day is at hand when no coal as mined will be burned openly. The power needed for manufacture and light will be generated at the pit's mouth, and will thread its way through millions of copper arteries to the heart of manufacturing cities. At the pit's mouth, it will be purged of its by-products. At the pit's mouth tars, and oils, and spirit, together with the by-products of pitch and gas and sulphates, will be separated by the winnowing fan of the scientist. Plants will receive the sun's kisses on lips no longer begrimed with sooty rains; and men and women will waste a smaller percentage of their weekly earnings on the soap-maker and the washer-woman. Railway directors will, indeed, be the only traders to bewail so clean a revolution, for they will have to store their empty coal-trucks in their sheds for a little while, until they can scour them out to carry other and fairer produce which nature will then be more bountiful in bringing forth.

And the rest of us who are not railway directors will find comfort in the thought that we are saving millions of pounds per annum, once squandered in the freight of coal, which, transformed by Science at the pit's mouth, will trip through arteries from the mine to the mansion and the factory.

The Empire will own its own spirit supply, and the motor, the aeroplane, the submarine, will find self-propelling means within the confines of Great Britain Unlimited.

These vast changes—apart from their economic and æsthetic urgency—will be forced upon us by the calls of national interest and national security. War has forced industry and science into the foreground, and cries to us in unmistakable tones: "Either do these things, or die." War has taught us the unparalleled stimulus which the free exercise of human energies can give to all those productive processes which are moulded by the hand of Man.

And here comes in yet another miracle. *Every new development in industry creates a score of accessory developments, so that if once we as a people take in hand the organization and development of our Empire on business principles, we shall enter upon an era of expansion the like of which the world has never known.*

But the whole united force of the Empire must be flung into the task. Men and women must put their backs, and not their little fingers, into the development of Great Britain Unlimited. The mincing affectations of white-handedness, whether bred in Homes, or Schools, or Universities, or Society, must be seen no more. Over the doorway of each workshop must be written the legend:

"If thou wilt not work, neither shalt thou eat."

*Eclipse or Empire (by kind permission).*

#### EXERCISES TO NO. 28

1. State in one sentence the topic of each paragraph.
2. Write a précis of the whole extract.

3. Express more briefly but in your own words the paragraph on Coal.
4. Use in your own sentences; approximation; consummation; sceptic; precincts; arteries; freight; accessory; by-products; economic; æsthetic.
5. Pick out *Metaphors* from this extract and state whether you think them appropriate or not. Give your reasons. How does this author produce his literary effects?
6. Write short paragraphs on: (a) Petrol; (b) Science; (c) Cotton.
7. Form other words from each of the following: arteries; revolution; processes; propelling; sceptic; generated; fabulously.
8. Distinguish between: stimulus, stimulant; economic, economical; genius, genus; malevolently, maliciously; access, excess; consummation, consumption.
9. Essay: "Some Modern Miracles."



## APPENDIX

### TYPES OF REVISION EXERCISES

#### I VOCABULARY

1. Suggest one word for each of the following—

- (a) Ready in the use of words.
- (b) Not fitting well together.
- (c) Present at a proper time.
- (d) One who imposes on others.
- (e) The rough draft of a treaty
- (f) A five-hundredth anniversary.
- (g) Liable to injury.
- (h) To steal from the writings of others.
- (i) Something to show the mode or way.
- (j) Belonging to the first age.

2. Write sentences bringing out the difference between—

- (a) harmony, sound, discord.
- (b) fly, flee, retreat, recoil.
- (c) pleasing, charming, attractive, delightful.
- (d) beg, request, demand, importune, entreat.
- (e) mutilate, injure, distort, disfigure.

3. In the following explain the difference between the words in each pair and write sentences to illustrate—

attentive, retentive : equivocal, equivalent : veracious,  
voracious : expropriate, appropriate : imaginable, imaginary.

4. Express more simply—

- (a) Without protective circumvallation it is impossible to raise ordinary culinary vegetables.
- (b) Being not in the least dubitative of your spontaneous compliance, I will lead the way.
- (c) It made great demands on the artist's digital dexterity.

#### II. SENTENCE CONSTRUCTION

1. Combine each of the two following collections of simple sentences into a complex sentence—

- (a) The envoy came to the Greek Camp. The envoy delivered to Jason the following message. The King of Troy was astonished. The name of the king was Laomedon. Jason had landed in his country without his permission. The envoy ordered Jason to sail away at once.

(b) Jason turned to his followers. Jason explained to his followers the commands of the king. Jason replied to the envoy to the following effect. The Greeks will remember the hostile reception of the king. The reception was quite undeserved, for the following reasons. The Greeks never intended to injure the country. The Greeks had not laid violent hands upon any of his subjects.

2. Rewrite more effectively in shorter sentences—

(a) Last year's model was wonderful and this year's model is a still greater achievement, for everything that could bear improvement has been improved and numbers of new refinements and additions have been incorporated, and as the engine has been made more silent a remarkable degree of quietness has been obtained and the brakes are smoother, and improved self-centring steering is now a special feature and other improvements include the gear change non-centrally placed and allowing easy access to the driver's seat from either door.

(b) Rewrite in a well-constructed paragraph—

The young men were reassured by this communication. They retired to rest. They were speedily awakened by an old domestic. He called on the two brothers to fly for their lives. They hurried out in great terror. They heard throughout the glen the shouts of the murderers. They heard the report of the muskets. They dwelt among scarcely accessible cliffs. They were able to escape observation. They fled to the southern access of the glen.

### III. PARAPHRASING

1. Express in your own words the meaning of—

- (a) Make two bites at a cherry.
- (b) Run with the hare and hunt with the hounds.
- (c) Tilt at windmills.
- (d) To fly in the face of Providence.
- (e) To pay through the nose.

2. Explain: Fabian tactics; a veritable Munchausen; Hobson's choice; a Parthian shot; a Utopian scheme; to set the Thames on fire; hoist with his own petard; ploughing his lonely furrow; Platonic friendship; a Baconian; to Burke the issue.

3. Rewrite in simple English—

There was an animated scene on the occasion of the nuptial ceremony which united the family of a well-known local celebrity to that of a distinguished servant of an Eastern Potentate, and which took place yesterday the 18th, the elements favouring the auspicious occasion with their approbation.

Appropriate floral decorations added to the gaiety of the scene within the sacred edifice. So great was the waiting throng that vehicular traffic was almost suspended, several individuals having even mounted the portals of the fane itself.

A painful incident marred the reception which was held at the bride's paternal domicile—a nefarious criminal endeavouring to relieve the newly wedded pair of some of their numerous and costly presents. Fortunately, as it transpired later, the police were on the alert, and the offender was escorted to the police station by a brace of stalwart constables.

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